



## **ST. ELIZABETH'S EPISCOPAL CHURCH OF RIDGEWOOD**

169 Fairmount Road  
Ridgewood, NJ 07450-1422

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[www.stesridgewood.org](http://www.stesridgewood.org)

### Children's Choirmaster

The Children's Choirmaster nurtures the spiritual growth of children at S. Elizabeth's Church by directing the choir(s) geared specifically to children, co-leading the Sunday Children's Chapel Service, assisting with music at the annual Christmas pageant, and other special events throughout the year.

The Children's Choirmaster reports directly to the Rector, and works closely with the Organist and Choirmaster and the Associate for Children, Youth, and Family Ministries.

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### **STANDARD DUTIES:**

#### **1) Children's Choir(s)**

- ◆ Recruit and direct the Children's Choir(s)
- ◆ Prepare for and lead weekly rehearsals throughout the program year (Wednesdays, 4:00-6:00 p.m.)
- ◆ Lead the Children's Choir(s) in singing at the monthly 10:00 a.m. Family Eucharist
- ◆ Work with Rector and Choirmaster in selecting appropriate music for monthly Family Eucharist
- ◆ Communicate with parents weekly

#### **2) Children's Chapel**

- ◆ Work with Associate for Children, Youth, and Family Ministries to plan weekly Children's Chapel
- ◆ Lead music at weekly service

#### **3) Christmas Pageant**

- ◆ Work with staff and volunteers to lead the music at the annual Christmas Pageant

#### **4) Tree Lighting**

- ◆ Work with Program Staff and volunteers to lead the Christmas Tree Lighting and Caroling

#### **5) Other Special Services**

- ◆ Work with Program Staff to plan and lead any special children-oriented services throughout the year, e.g. Children's Ash Wednesday Service, Evensongs, etc.

## **6) General Administrative Tasks**

- ◆ Work with other members of the staff to plan the program year
- ◆ Send out regular communications to the parish about Children's Choir(s) programming
- ◆ Work with other members of the staff to create social media posts
- ◆ Prepare an annual written report to the parish on the Children's Choir(s)

## **REQUIREMENTS:**

- ◆ Undergraduate degree in music education or sacred music
- ◆ Experience working with children and youth choirs
- ◆ Ability to adapt music for cambiata voices
- ◆ Knowledge of Episcopal/Anglican tradition is preferred but not required
- ◆ Experience with reading music and choosing choral music for children's groups
- ◆ Proficiency in playing piano, and ability to play other instruments, including organ, is a plus
- ◆ Ability to work collegially with staff and volunteers

## **EMPLOYMENT:**

- ◆ Status: Part-time position averaging 15 hours per week
- ◆ Start Date: August 2025

## **HOW TO APPLY:**

Interested applicants should send a cover letter, CV or resume, and a list of three references to the Rev. Andy Olivo at [aolivo@stesridgewood.org](mailto:aolivo@stesridgewood.org). Please put "Children's Choirmaster Application" in the subject line of your email.

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