

# PRESBYTERIAN YOUTH VICTORIA

## REGIONAL CAMP JOB DESCRIPTION

### Music Team Leader

#### Requirements For Role

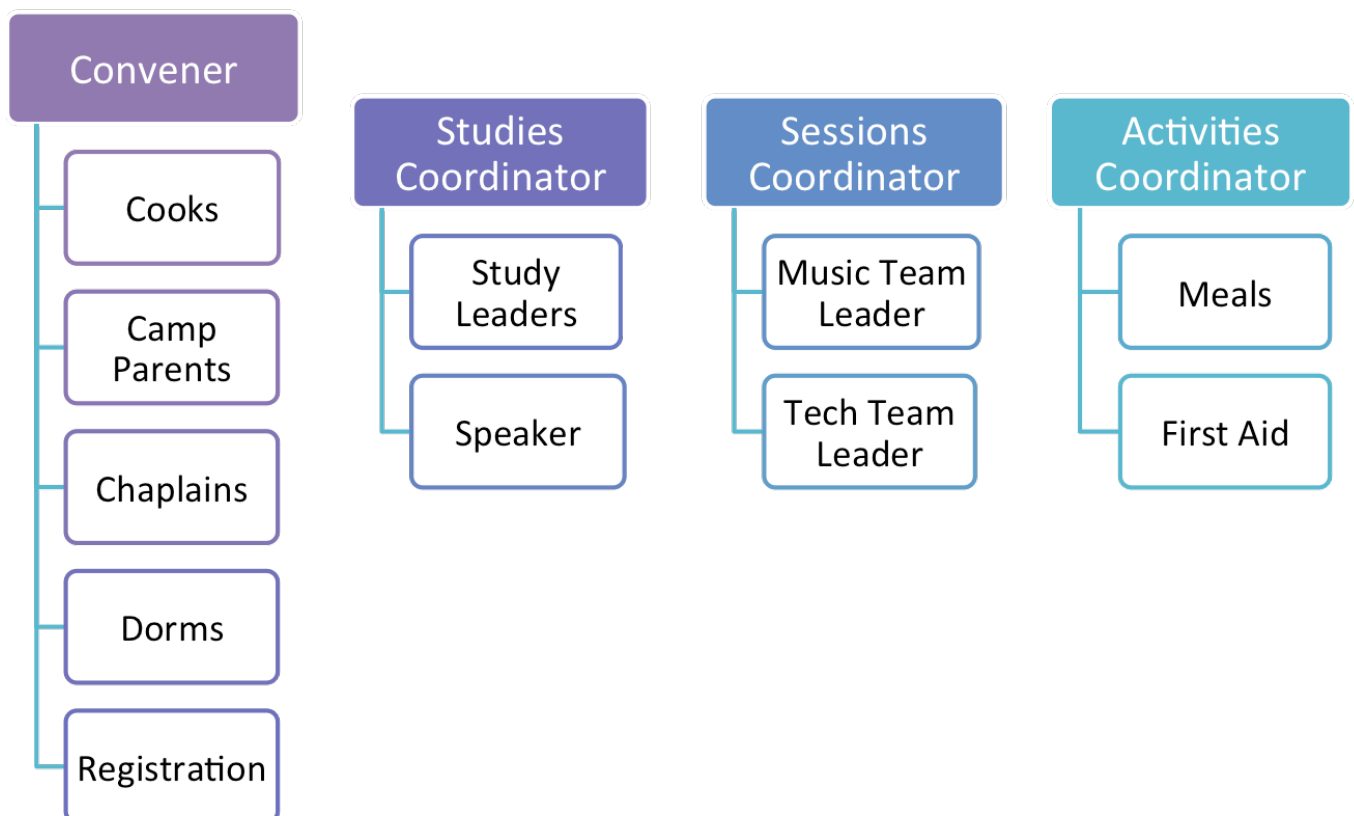
Complete the PYV Leadership Accreditation process.

#### Aims of Role

- Organise a band and songs to provide music for the morning and evening sessions for periods of 20 minutes each. The music must be Biblically based, theologically sound and God glorifying. You may use any mixture of hymns and contemporary songs, but keep in mind the camper age bracket of 12 to 21 years.
- Teach the band members about service and worship leading with a right heart.

#### Reporting Structure

As Music Team Leader you report and are accountable to the Sessions Coordinator.



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#### Responsibilities of your Role

- Organising a band to lead worship songs and praise times, so that music aids in worship at camp, and is not a performance.
- Choosing an appropriate list of songs to be sung at camp and present list to Sessions Coordinator prior to training day.
- Providing the song lyrics and sheet music for band members, either from PYV's collection or sourcing new materials, to band members at training day.
- If necessary, arranging for instruments and equipment to be provided for band members (e.g. a keyboard , drum kit or music stands).
- Liaising with the Tech Team Leader and Sessions Coordinator regarding all equipment, especially sound equipment.
- Liaising with the Sessions Coordinator to prepare the program each session regarding music, whether congregational songs or an item. Organise band members to read a call to worship and/or lead in any given song to campers before it is sung, as arranged with the Sessions Coordinator.
- Organising appropriate band practices before and on camp to ensure the quality of the music.
- Providing lyrics for all songs to the Tech Team Leader at the training day and ensuring they have prepared them prior to camp.
- Testing all equipment in the camp venue before the first session.
- Preparing a five minute devotion on the importance of performing for God with a servant-like and humble heart at every rehearsal, ending in prayer. (This could be delegated to another leader, the Sessions Coordinator, a mature band member or the CENC Representative.)
- Ensuring all sheet music is replaced correctly and that a list of the songs sung on camp (including how many times) are given to the PYV Administration Officer (AO, [admin@pyv.org.au](mailto:admin@pyv.org.au)) for licensing purposes.
- Evaluating this job description with modifications and suggestions.

#### For Your Information

It can be difficult for the Music Team Leader to be a Study or Activity Leader due to the demands of this role. You should consult with the Study and Sessions Coordinators before the camp to decide if you should lead a group or not.

Band members are expected to attend all activities and meals. However, at some meals they may leave early in order to practice for the next session.

Please remember that for Child Protection reasons, it is not appropriate for a band member to be alone in the presence of a camper or other band member under the age of 18.

Please make sure you are familiar with PYV's policies, which are available at [pyv.org.au/resources/pyv-policies](http://pyv.org.au/resources/pyv-policies).

#### What to do if a child discloses something to you:

PYV Camps are places where it is always possible that we will hear something from a camper that will require us to act. Here are some basic guidelines for you to follow.

- Never promise to keep something a secret. You can, however, assure a camper you will not pass anything on unless necessary.
- Listen non-judgementally to what is being said. Assume that what you are hearing is true.

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- Make sure the camper is safe before making a report. This might mean asking other leaders to sit with the camper, or making sure they are with a group of campers. Or, if necessary, taking them to first aid.
- As soon as possible, find either the CENC Rep (often YMD Brian Harvey) or Camp Convener. You will be handed either a paper-form or a laptop. Please complete the appropriate forms as carefully and completely as possible.
- From there, the CENC Rep will discuss with the Safe Church Unit the appropriate course of action.

We would also remind you that such a disclosure should be kept confidential. The only person you might discuss this with is the CENC Representative and the Camp Convener. Where appropriate, you might inform a study leader or dorm leader that something has been disclosed. No details need to be given, but this can help those leaders understand why that camper might seem a little withdrawn.

### Training For Camp

Leading on a PYV camp requires a leader to attend that camp’s relevant training day. Training occurs in local churches throughout Victoria. The training day will be a full day of camp specific training and team building, and as such all leaders are required to attend.

Leaders who will be unable to make training day will be informed that they will be placed on an emergency leader list, and will be leading if someone pulls out or if camper numbers are higher than planned. It is at the Camp Convenor’s discretion only for someone to lead on a camp without attending the relevant training day. Camp Convenors will be required to inform the PYV Council of the reasoning behind this should it occur.

### Timeline of tasks

Due Date	Jobs
Three Months Before Camp	<ul style="list-style-type: none"> <li>• Organise and confirm band members. Confirm list with Sessions Coordinator.</li> <li>• Liaise with Sessions Coordinator regarding equipment/music needed.</li> </ul>
Two Months Before Camp	<ul style="list-style-type: none"> <li>• Present Sessions Coordinator with list of songs.</li> <li>• Ensure copyright for songs and sheet music has been obtained.</li> <li>• All band members must have music and instruments organised by this date.</li> <li>• If possible, have a band practice by this date.</li> </ul>
One Month Before Camp	<ul style="list-style-type: none"> <li>• Provide lyrics to Tech Team Leader for inclusion on Powerpoint slides.</li> </ul>
Day One Of Camp	<ul style="list-style-type: none"> <li>• Arrive at camp at least 2 hours early to assist in set up of band area.</li> <li>• Practice songs for first evening session and next morning session, with a devotion at some stage during the practice.</li> </ul>
During Camp	<ul style="list-style-type: none"> <li>• Attend leader meetings as needed.</li> <li>• Hold and organise band practice sessions each day in preparation for each session, with a devotion at some stage in the practice session.</li> </ul>

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Final Day Of Camp	<ul style="list-style-type: none"> <li>Attend leader meetings as needed.</li> <li>Pack up all instruments and sound equipment as required.</li> </ul>
One Month After Camp	<ul style="list-style-type: none"> <li>Attend post-camp debriefing session.</li> <li>Ensure all sheet music has been correctly stored and a list of songs sung at the camp and the number of times they are sung are recorded down and given to the AO.</li> <li>Evaluate this job description and recommend modifications to it to the Camp Convenor.</li> <li>All confidential information about leaders and campers contained in emails or hard copies, must be deleted.</li> </ul>

Last Updated - 08/05/18 by AO Louise Goswell