

# Worship Coordinator

## Little Prairie United Methodist Church

**VISION:** Creating a welcoming community that worships well, discipiles well and serves well; transforming the world for Jesus Christ.

**ROLE:** Provide leadership in growing the worship music ministry for various programs, events and worship services in coordination with the pastor, staff, and other volunteers.

**HOURS:** Average 6 hours/week (some weeks will require additional time)

**SUPERVISION:** Reports to Pastor

### **RESPONSIBILITIES:**

- 1) Provide leadership, vision and passion in worship music ministries that is in line with the overall vision, purpose and mission of the church.
- 2) Lead in creating and implementing new music opportunities which align with the mission and vision of the church.
- 3) Coordinate with the Pastor to create and lead well planned and engaging Sunday music services. This includes leading and overseeing the music team (vocalists and instrumentalists), leading rehearsals, providing music related information for the weekly bulletin, as well as consulting with the Pastor to coordinate and play the music for the Sunday service.
- 4) Coordinate musicians as needed to serve during Worship Coordinator's absence.
- 5) Work with musicians at all levels of musicianship and experience.
- 6) Manage and develop church music resources (library, instruments, etc.).
- 7) Enhance and expand the existing music program.
- 8) Recruit, nurture, and coordinate the use of vocalists and instrumentalists in the music ministry of the congregation. Possibly recruit local musical talent.
- 9) Coordinate maintenance of instruments as needed.
- 10) Coordinate with Pastor on development of music ministry budget related items.
- 11) Coordinate with Pastor to maintain and update all required licenses related to music ministry copyrights, streaming/broadcasting, etc.
- 12) Provide Special Events music needs: Weddings, funerals, etc.
- 13) Attend staff meetings and participate in the planning and implementation of church music programs that will fulfill the mission and vision of the church.

### **QUALIFICATIONS:**

At least three years of experience providing leadership in music ministries. Personal or professional experience in accompaniment and performance. Understanding of musical terms, basic formatting, and style practice. The ability to set and meet deadlines, ability to maintain confidentiality, tactful and courteous, spirit of hospitality, flexibility, and ability to plan and organize assignments with minimal direction. Clear criminal background check.

Approved: