

**Job Description:** Worship Coordinator

**Reports to:** Pastor

**Liaison:** (2018)/ Staff Parish Relations Team

**Hours:** 15 hours per week (20hrs if also accompanist)

### **Qualifications/Skills**

- Love of God and people.
- Positive attitude and enjoys working with all age church members.
- Leadership skills with the ability to organize, schedule and plan musical and other worship events collaboratively with the Pastor and Worship Team.
- Creative and innovative vision for Alexandria UMC worship and music
- Able to work cooperatively and collaboratively with pastor and other coworkers.
- Follows instructions and asks questions when necessary.
- Four year degree in music preferred, but not required.
- Commitment to confidentiality.

### **Responsibilities:**

- Oversee and facilitate a vision and growth of music program at Alexandria UMC in collaboration with the Pastor and the Worship Team.
- Assist Pastor/Worship Team in selecting and planning music for Sunday worship to glorify God.
- Develop and provide leadership for an engaging worship experience in regular worship.
- Collaborate with appropriate staff with seasonal programming opportunities.
- Work with various groups and individuals to coordinate rehearsals and participation in worship.
  - Vocal and instrumental performers
    - Choirs
      - o Vocal
      - o Bell
  - Technology team
  - Worship team
  - Pastor
  - Director of Children's Ministry
  - Director of Youth Ministry

- Displays musical talent and creativity playing piano and/or guitar or other musical instruments and has the ability to sing, all to glorify God.
- Recruit and discover people, within and outside of the congregation, with musical gifts and provide opportunities for them to share their talents in worship, and in the community.
- Work with other staff members for the incorporation of music in all aspects of the ministries of Alexandria UMC.
- Schedule and prepare worship team members for worship participation by providing them with:
  - Lead sheets
  - Chord charts
  - Sound recordings
- Be able to speak with passion about the message of the Bible during the time of music ministry
- Other duties assigned by the pastor or Staff Parish Relations Committee

5/8/2018