

EMMANUEL LUTHERAN CHURCH
JOB DESCRIPTION
March 2016

TITLE: *Worship Music Coordinator*

This is a part-time position. The Pastor/Worship Committee will vary the position's work hours from month to month depending on circumstance and need. Incumbent works with the Pastor to provide service music for worship events.

REPORTS TO: Congregational Council/Pastor

QUALIFICATIONS:

1. Must work well with the Pastor, congregation council and members.
2. A musical background, education or experience with the position's responsibilities is preferred.
3. Have knowledgeable of electronic musical devices and good knowledge of personal computers.
4. Must be a self-starter who completes position responsibilities without supervision.

Responsibilities:

1. Work with the Pastor to provide service music for each worship event by arranging for live musicians, if possible, otherwise makes arrangements to pre-record the worship services and sequencer technicians to support worship services at the designated times.
2. Meets as requested with the Pastor to review musical requirements.
3. Works with choral and other musical groups to coordinated music for worship services.
4. Develop a list of available musicians in the community and within the congregation and maintains personal contact with each.
6. When live musicians are not available, schedules an organist for a recording session. Provides the visiting organist with all necessary music, as selected by the Pastor. Records the service elements on the Rodger's Digital Sequencer and saves each piece or hymn into the digital library/filing system for future reference.
7. Creates a Play List on a flash drive to match the worship service plan provided by the Pastor and gives this flash drive, along with a marked worship bulletin, to the Sequencer Technicians to "play the organ" for the service.
8. Recruits, trains, supports, and schedules volunteer Sequencer Technicians who "play the organ" for the worship services. Ensures that back-up Sequencer Technicians are available in case of Emergencies.
9. Must learn the full range of the Rodger's Digital Sequencer capabilities and recurring problems to include hybrid/pipe instrument functions for the congregation's use. Contacts the Rodger's Service Department as needed.
10. Researches the latest technologies in church music reproduction and advises the pastor on new systems that may be advantageous to the worship ministry.
11. Performs position responsibilities as revised/deleted or added and directed by the Congregation Council or Pastor.

Revised: March 2016