

**Job Title: MUSIC MINISTRY COORDINATOR**

**Supervisor: Senior Pastor**

**Class: Class Code B; part-time, salaried**

**Hours: 20 hours per week**

**SUMMARY** • The Music Ministry Coordinator of New Covenant Presbyterian Church works directly with the Senior Pastor in the planning and leading of corporate worship and in the visioning, implementation and oversight of New Covenant's Worship Ministry as both pertain to music, singing and biblically-founded worship arts. New Covenant's primary focus is the development and oversight of a biblical, joyful, robust and excellent musical accompaniment for both weekly worship and special events.

**PRIMARY RESPONSIBILITIES** • Develop and oversee the music ministry of New Covenant Presbyterian Church with a primary emphasis on the Sanctuary Choir.

- Direct all musical accompaniment in weekly corporate worship.
- Encourage congregational singing in weekly corporate worship.
- Develop and schedule special music opportunities to regularly supplement various instrumentalists.
- Educate and encourage the congregation at large toward knowledge and excellence in congregational singing.
- Recruit and develop congregational members for accompaniment.
- Maintain regular communication with the Senior Pastor to discuss scripture readings, Sermon topic and worship theme for weekly corporate worship and special worship services as necessary.
- Serve as a member of the Worship Planning Team to plan weekly corporate worship services.
- Coordinate with Audio-Video Ministry Team sound reinforcement needs for all music for weekly corporate worship
- Plan and review special services to include: Advent, Lessons and Carols, future Missions Conferences and other seasonal and occasional services as necessary.
- Develop and be accountable for the annual Worship budget.

**SUPERVISORY RESPONSIBILITIES**

- Oversee, provide direction and evaluate regular accompanists and instrumentalists
- Audition and evaluate all potential accompanists and musicians according to New Covenant's philosophy of music.

**STAFF EXPECTATIONS AND PARTICIPATION**

- Weekly Worship Planning Team meeting
- Weekly Ministry Staff meeting
- Maintenance of regular office hours for congregational availability

## PROFESSIONAL QUALIFICATIONS

- Bachelor's of Music or Music Education preferred
- Experience in arrangement development and direction
- Experience in leading corporate worship
- Proficient keyboard/piano skills
- Organized, effective communicator who enjoys working with people

## PERSONAL COMMITMENTS

- Believer in Jesus Christ
- New Covenant Presbyterian Church (PCA) membership
- Support of New Covenant's Mission, Vision and Purpose Statements
- Subscription to the Westminster Standards (with some exceptions allowed by review of the session – i.e. Covenantal Baptism, etc.)
- Committed to uphold New Covenant's Worship Ministry Biblical Standards of Excellence

INQUIRIES • Send resume and references (PDF or Word file) to Meghan Reyno at [newcovpres@gmail.com](mailto:newcovpres@gmail.com)