

**Job Posting**  
**Coordinator and Leader of Worship**

Title: Coordinator and Leader of Worship

Reports to: TE Adam Mumpower, Senior Pastor

Classification: Part-Time Ministry Staff and potential Pastoral Internship if applicable

Hours per week: 15-20

[Church of the Redeemer](#) is a [PCA](#) church located in Indian Trail, NC and is a member of the [Central Carolina Presbytery](#). We are currently looking for a Coordinator and Leader of Worship. We have a contemporary worship style while still embracing traditional melodies.

**Description and Responsibilities**

- Lead the congregation in worship and train and schedule other capable individuals for this responsibility.
- In cooperation with the Pastors, utilize Planning Center to plan all services. This includes helping to select music, gathering all necessary information from service participants, and working on service flow and timing.
- Communicate the worship plans to all service participants via Planning Center.
- Run rehearsals which includes rehearsing musicians as well as coordinating with the technical director or booth personnel to make sure all elements of the service are ready.
- Assist in leading the Pre-Worship Meeting on Sunday mornings: Walking through the service with all involved to make sure everyone knows the plan.
- Create the ProPresenter file for each service including creating all Scripture and song slides, importing and creating slides for special segments and the sermon, inputting all copyright information, and exporting the title slide for the stream.
- Ensure the stage is set up for all services and coordinate with the technical director to make sure all of the technical needs for each service are in place prior to the service.
- Manage the church's CCLI Licenses and manage the reporting of Copyright information.
- Maintain a library of suitable music for the worship ministry; including finding and charting new literature and phasing out old literature.
- Through competent musical knowledge, recruit, disciple, train, and schedule musicians for regular Sunday morning services and special services.
- Schedule additional worship service personnel including elders for Pastoral Prayer, co-worship leader, special segments, etc.
- Manage the hiring of extra musicians as needed for services.
- Plan additional services (Tenebrae, Christmas Eve, Funerals, Weddings, etc.)
- Maintain and inventory all Church owned musical equipment.
- Maintain the budget for the music ministry at Church of the Redeemer including equipment maintenance, replacement, training, and licensing for the music ministry at Church of the Redeemer.

Position comes with hourly pay and/or opportunity for potential Pastoral Internship and Seminary Scholarship/Tuition Assistance if applicable.

Please submit short bio and resume to Senior Pastor Adam Mumpower: [amumpower@redeemerweb.com](mailto:amumpower@redeemerweb.com)