



## **Music Coordinator**

### ***Job Description***

*Redeemer Church, a congregation of the Presbyterian Church in America, will employ a Music Coordinator to skillfully implement all music-related requirements of Redeemer's Philosophy of Worship. The MC will use his/her gifts, talents, and passion to coordinate vocalists and instrumentalists for Sunday morning, recruit and train volunteers for the Worship Team, and lead the congregational singing in Lord's Day corporate worship.*

### **QUALIFICATIONS**

- The MC must profess faith Jesus Christ as their Lord and Savior as well as demonstrate the reality of their faith in life and testimony.
- The MC must agree to abide with the confessional and constitutional standards of the Presbyterian Church in America, specifically the Westminster Confession of Faith, the Larger and Shorter Catechism, and the Book of Church Order.
- The MC must be competent and confident in leading worship from guitar and/or piano, express knowledge of basic music theory, technologically inclined, general audio/visual setup.

### **EXPECTATIONS**

#### General

- Participate as an active member/associate member in the church.
- Assist Pastor(s), as requested, in selection and arrangement of their psalms, hymns, choruses, and spiritual songs for Lord's Day worship.
- Attend weekly staff meetings.
- Necessary Holiday Work: Christmas-week and Easter are considered "working holidays". The MC's participation is required.

#### Production

- Lead congregational singing on Sunday Mornings.
- Lead/schedule preludes, postludes, offertory, communion, and other necessary regular special music for Sunday Mornings.
- Coordinate/schedule all musicians and vocalists through Planning Center.



### Production (cont'd)

- Coordinate & implement music-related projects for non-regular gathered worship (funerals, hymn sings) and other seasonal services (ex: Good Friday, Christmas Eve) as needed.
- Produce digital notation for hymns/choruses for weekly worship guide.
- Produce all copy music for vocalists and instrumentalists.
- Coordinate with Tech Team for all technical and logistical needs.
- Business or business-casual appearance (generally neat) is required for “up front” Sunday Morning leadership.

### Education

- Identify and recruit talented musicians and vocalists to Worship Team.

### Enrichment

- Attended an annual worship workshop or conference of your choice for personal development, stimulation, and refreshment.

## **COMPENSATION AND OTHER INFORMATION**

- Part-time salaried position: Exempt from overtime
- Reports to: Senior Pastor
- Annual Performance Review occurs in Q3
- Flexible hours: Set weekly office hours are not required. Rehearsal day/time is to be set on days other than Sundays.
- Time Off: Redeemer Church, PCA will allow six (6) Sundays for paid time off. A minimum of four (4) weeks' notice is required as well as arranging for Worship Team leader substitutes.
- Compensation: negotiable

Direct inquiries to Sharla Rose, Church Administrator

[sharla@redeemerchurchpca.org](mailto:sharla@redeemerchurchpca.org)

[www.redeemerchurchpca.org](http://www.redeemerchurchpca.org)

Appendix:

*RCPCA Philosophy of Worship:*

<https://redeemerchurchpca.org/redeemer-philosophy-of-worship/>