

Music Coordinator Job Description Christ Presbyterian Church, PCA

Description: The Music Coordinator will, under the supervision of the session and the senior pastor, participate in and oversee/coordinate musicians and vocalists for Sunday morning worship and other occasional services throughout the year.

Philosophy on music ministry at CPC: Congregational singing is a critical element of our worship together as God's people. We believe music played well, for the purpose of singing, gives glory to God and encouragement to the church. At CPC, music is not primarily performative – it is intended to promote singing among the membership. We generally sing theologically rich hymns (old and new). As worship is led and overseen by the elders of the church, the pastors generally pick the songs to fit with the major themes of each Sunday. We periodically introduce unknown songs to the congregation. We also believe the actual music should never be a distraction – positive or negative. We require a high level of ability for our musicians and singers to help us sing the gospel that we believe.

Reports to: Senior Pastor

Character qualifications:

- Must display vibrant relationship with Christ
- Must be teachable/willing to learn
- Must generally display the character qualities of someone growing in relationship with Christ...not perfect but knows how to repent and trust Jesus.
- Generally aligned with PCA theological distinctives and CPC philosophy of ministry

Vocational qualifications:

- Read music proficiently
- Primary instrument piano or guitar; able to play so as to encourage singing
- Sings proficiently
- Able to arrange music for worship
- Coordinate musicians and lead rehearsals
- Instruct/direct occasional ensembles/choirs

Duties:

- Weekly coordination of volunteer schedule; send monthly to administrative assistant
- Print and distribute appropriate sheet music for musicians and vocalists each week in a timely manner
- Schedule/lead rehearsals
- Suggest songs/assist pastors in planning worship *as requested*
- Occasionally assemble an ensemble of vocalists/musicians, especially during Easter and Christmas (i.e. Easter ensembles, Lessons and Carols, etc.)
- Coordinate offering/prelude music
- Handle admin tasks for musicians in coordination with church administrative assistant

- Organize and lead effort to develop future vocalists and musicians from CPC membership
- Help maintain and replace equipment as needed

Estimated time per week: 10-15 hours/week, potentially more around holidays

Pay: commensurate with experience

*As a part-time employee, vacation time is at the discretion of the employee and simply needs to be discussed during staff meetings (for their information). Employee must secure musicians/vocalists for vacation time in advance.