

## **Interim Music Coordinator**

This position averages 17 hours per week, with flexible schedule. The interim period will approximately be now through February 2025. Salary: \$27/hour.

### **PURPOSE:**

The Interim Music Coordinator coordinates and administers the music ministry of the church, including inviting vocal and instrumental participation by all ages. Coordinates, encourages and facilitates music efforts of volunteers; organizes and promotes the music program; introduces new opportunities to the congregation.

### **ACCOUNTABILITY:**

The Interim Music Coordinator reports to the Lead Pastor and works closely with the staff, ensemble leaders, and Organist.

### **RESPONSIBILITIES:**

- In close collaboration with pastors and/or worship liturgy team, coordinates music and musical activities that are integrated with and support and enhance worship themes. Communicates these themes with ensemble leaders and volunteers, collaborating in selection of appropriate musical material.
- Communicates, schedules, and coordinates execution of music and musical activities with organist, AV coordinator, ensembles, and volunteers, as needed.
- Facilitates congregation participation in music and coordinates ensembles.
- Implements outreach activities with members in which to discern, welcome, foster, and nurture participation in music ministry.
- Provides opportunities for assembled congregants to engage communal musical expression during worship services

### **Qualifications:**

- Demonstrated ability to organize and coordinate multiple groups/calendars.
- Demonstrated ability to reach out to, connect with, and encourage people.
- Demonstrated experience with active listening, problem-solving and appropriate boundary-setting.

### **Preferred**

- Experience in successful coordination of musical activities in a collaborative, welcoming manner, encouraging participation by individuals of varying musical experience/talent.
- Knowledge of progressive Christian choral music and the liturgical year.
- Experience in the selection of church music which reflects a broad variety of musical periods, styles, and genres.

### **Bonus**

- Knowledge of community musicians as resources for the congregation

### **Terms of Employment:**

- The Employee Policy Handbook contains detailed information on terms of employment.
- Final candidate will have a 90-day probationary period.
- Hire is contingent on a successful background check.
- Employment of all employees with the church is at will.