

January 24, 2012

Position Title: Worship and Music Coordinator
Employment Status: Negotiable Start Date: Immediate
Salary: Established Annually by the SPRC [Staff Parish Relations Committee]
FLSA: Non-Exempt

Principal Function:

Plan, coordinate, direct, develop, evaluate, and promote worship in the life of the church to allow the church to fulfill its purpose to worship, love, teach, reach, and serve for the Glory of God through music, drama, graphics, and video.

Essential Duties:

1. Coordinate the planning and execution of a comprehensive worship and music ministry while attending to the spiritual needs of the participants.
 - a. Collaboratively plan and prepare for regular and seasonal worship services.
 - b. Participate in the auditioning and selection of vocalists and band members.
 - c. Coordinate volunteers for sound, lighting, and media.
 - d. Coordinate music for weddings, funerals, and special events.
 - e. Coordinate the purchase and maintenance of new music, worship videos, and software required for the preparation and execution of worship.
 - f. Coordinate the planning and purchase of sound, video, and musical equipment used in worship.
2. Stay informed on current worship and music methods, material, and ideas through the attendance of music clinics, workshops, and conferences as appropriate.
3. Collaborate with the leaders of Children, Youth and Young Adult Ministries to provide opportunities for children, youth and young adults to participate in a variety of worship events.
4. Maintain accurate accounting of finances and budget related to music ministries of the church.
5. Attend Administrative Board meetings as necessary to give information on worship opportunities and needs.
6. Evaluate the progress of the total church music ministry at least once a year and set goals and objectives for improvement.

Qualifications:

The Worship and Music Coordinator is an individual committed to Jesus Christ and must demonstrate their passion and enthusiasm for worship through music and visual display. This person must be well-acquainted with diverse genres of contemporary Christian music.

The Worship and Music Coordinator must be comfortable using a computer (both Apple and PC) and have experience with or have a willingness to learn applications for worship presentation (Media Shout), video editing (Final Cut), and service planning (Planning Center). Familiarity with sound and lighting systems is a plus.

A Bachelors Degree in Music or equivalent experience in contemporary music, designing worship and working with praise bands is preferred. Effective planning and organizational skills are necessary. Excellent verbal and written communication skills are required. This person must have the ability to enhance the worship and music experience of the church by displaying an affinity for mixing musical styles in a contemporary setting. He or she must be able to work with a team of people that include diverse ages and backgrounds.

Ability to pass a criminal background check and drug screening is required.

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Accountability:

The Worship and Music Coordinator works under the direct supervision of the Senior Pastor with additional support from the Staff Parish Relations Committee (SPRC). The successful applicant must have a mature faith and work ethic, display skills in leading congregational singing, and encouraging creativity in worship teams.

Salary is negotiable depending on education and experience. Resumes will be considered until position is filled.

Interested candidates should send their resume to sprc@shiloh-umc.org along with a statement of spiritual background answering these questions:

1. Briefly share your salvation experience.
2. Briefly describe your practice of spiritual disciplines that help you maintain your relationship with the Lord.
3. How do you define “worship”?

Candidate should, if available, provide a link to video or audio samples of singing or worship leading.

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