

St. John's Lutheran Church, Brookfield, WI
Job Description
Music Coordinator

Reports to: Senior Pastor

Approved by Sr. Pastor & HR Rep: June 21, 2017

Directly Supervises: Bell Choir Director (1), Contemporary Music Director (1), Saturday Music Team, Keyboardist, Vocal Leader, and Choir accompanist

Status: Part Time Salaried (25 hrs/wk)

Prepared by: Sr. Pastor Jennifer Arnold and Tom Potratz

FLSA: Exempt

Date revised: June 21, 2017

Job Summary

This position provides leadership and oversight for the music ministry of St. John's which exists to maximize the effectiveness of the worship experience through music and drawing people into the presence of God through powerful worship. Administers, manages and maintains all phases of the music programs of the church and contributes to the worship creative process.

Essential Functions of this position are currently grouped in three areas—

Music Coordinator (33% of time)

- Supports and furthers the mission, core values, and strategic objectives of St. John's through the music programming; aligns existing ministry, screens and focuses emerging ideas accordingly. 2% of time
- Oversees the work of all other paid staff within Music, supporting and resourcing them so that they are successfully fulfilling their roles within the program. This includes regular communication with this staff and annual performance reviews with each person. 2% of time
- Serves alongside the staff leadership team of Pastors, Administrator, Coordinator of Learning & Growing, attending and actively participating in all staff meetings and other leadership meetings as requested by the Senior Pastor. 3% of time
- Selects music (in consultation with Pastor and other worship leaders) for all worship services, including advent, lent and other special services; provides a schedule of music to all music groups, pastoral staff and other staff for preparation of worship materials. Prepares scores, schedules rehearsals as appropriate. 3% of time
- Recruits and develops people with musical gifts, inviting them to offer their gifts within the ministry; Enlists and organizes instrumentalists to play for services. 5% of time
- Coordinates the maintenance of all music equipment. 3% of time
- Develops and administers the budget for the Music portion of ministry with input from other music leaders and Senior Pastor. Considers ongoing costs and visions new opportunities for music ministry to further the stated goals and strategic objectives of St. John's. Approves invoices for payment and tracks spending under his/her ministry area. 3% of time
- Maintains licensing records to ensure proper, lawful use of copyrighted materials. 3% of time
- With Pastors, provides support to the Worship & Music Team, bringing experienced musical understanding and innovation into issues and opportunities for ministry. 3% of time
- Arranges all summer and non-choir or handbell Sunday soloists/ensembles to play for services and arranges cantors for the liturgy. 3% of time
- Consults with music staff for the Saturday and 11:00 Sunday services to ensure continuity of weekend worship theme; provides resources and support as needed. 3% of time

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Primary Worship Musician/Organist (33% of Time)

- Leads the congregation in the musical aspects of worship at the 8:30 a.m. Sunday service, supporting the hymns and liturgy with inspiring and engaging accompaniment, offering prelude, postlude and other special musical offerings that enhance the service. 23% of time
- Provides for musical leadership for the Saturday and 11:00 Sunday services when there are absences due to vacation or sick time. This may be done personally or by recruiting other qualified musicians. 5% of time
- Provides for music to support weddings and funerals, as they arise. May also authorize other qualified musicians to accompany these services. 5% of time

Choir Director (33% of Time)

- Plans calendar of choir offerings for worship, selecting and purchasing music in accord with the choir music budget. 3% of time
- Schedules the choir year and provides the schedule to choir members, accompanist, office staff and pastors. 3% of time
- Conducts weekly rehearsals with the choir to develop competence and confidence in the music in preparation for leading worship. 15% of time
- Oversees and supports the choir accompanist in providing quality music for the choir. 3% of time
- Directs the choir at all services in which they offer music, drawing out voices and the collective voice so that God is honored and worship is enhanced. 3% of time
- Pursues activities as necessary to maintain and grow skills needed to perform the job such as attending annual continuing education opportunities and regular practice. 3% of time
- Supports and resources lay leaders in their work with children's choirs and musical programming. 3% of time

Total percent of time spent on Essential Duties 100% of time

Skills & Knowledge Required:

- Bachelors Degree in music, or equivalent life/work experience; 5 years experience preferred working in a Christian church setting with musicians and pastoral staff
- Performance level musician skills on organ/piano with ability to lead performers with creativity and passion to inspire
- Broad basic knowledge of traditional liturgical and contemporary Christian music styles
- Knowledge in the use of Lutheran theology and tradition
- Competence in budget management and organization
- Demonstrated skills in recruiting and developing volunteers, and overseeing staff
- Strong leadership and communication skills to effectively coordinate groups of musicians and vocalists that may change in mix from week to week

Physical Requirements:

Most work is performed in a small office environment or within the worship space while preparing or leading the musical portions of worship. The job requires moving freely between organ, piano, and choir space within the worship time. There is also regular walking from office space to copying room and between rooms for meetings. There are frequent verbal communications with people in person or by telephone and e-mail.

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Mental Demands:

The duties of the position require organizing multiple things at one time and coordinating many people. Creativity and innovation are needed to engage many levels of talent. Ability to receive feedback, integrate new ideas, communicate mission and to respond with respect and clarity is necessary.

Core Competencies:

- **Mission Ownership**-demonstrates understanding and full support of the mission, core values, strategic objectives of St. John's and can teach those to others. Leads ministry leaders in his/her team to identify unique mission goals and strategies which are in line with that of St. John's. Reflects and promotes the core values and mission focus of the congregation.
- **Interpersonal Skills**-demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and encouragement.
- **Management Skills**-demonstrates commitment and flexibility in managing and supporting those in his/her team. Understands his/her leadership style and adapts his/her leadership behaviors to meet the needs of situations. Delegates, empowers and holds leaders accountable. Marshalls resources (people, funding, material, support) to get things done.
- **Team Building Skills**-guides leaders in the process of sharing best practices, identifying and solving common problems. Works with leaders to regularly assess the health of teams and groups. Recognizes dysfunctional team behavior and redirects it into functional behavior. Creates and communicates vision, direction and goals for the team.
- **Planning** – Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results. (Copyright Lominger International)

This job description is a summary of the typical functions of the job and not a comprehensive list of all possible duties. Other responsibilities and duties, which are not included in this description, may be assigned to the job incumbent.