

# Music Ministry Coordinator

## Worship

### Sunday Morning

- Prepare a worship outline each week
- Select hymns: read Toolkit and Sundays and Seasons for each week
- Maintain blended style of worship in choosing music
- Schedule pianists and submit honorariums monthly to treasurer
- Schedule musical contributions: coordinate among music groups
- Plan festive services
- Coordinate sound

## Music Groups

### Good Shepherd Choir

- Assist choir director as needed
- Order and file music
- Organize choir binders
- Submit monthly honorarium to treasurer for choir director and accompanist
- Meet and communicate regularly with director and accompanist Attend practices, performances, and social gatherings
- Act as a liaison between the choir, Pastor, and worship committee

### Sunday Morning Worship Band(s)

- Recruit and recognize musicians
- Lead band(s): choose music, scheduling practices, and Sunday leadership, choose worship sets, delegate worship leadership roles
- Attend practices and social gatherings
- Act as a liaison between the bands, Pastor, and worship committee
- Assist as needed

## Meetings

- Attend and report at monthly CMT meetings
- Attend and report at monthly Worship Committee Meetings
- Meet regularly with Pastor and other staff members

## Other Duties

- Strive to represent the whole congregation and to meet the needs of the whole community.
- Provide opportunities for congregation to give feedback
- Maintain instruments and sound equipment
- Projector maintenance
- Provide articles for newsletters, annual report, and bulletin announcements
- Assist other ministries as needed including Sunday School, ELW, Creative Coffee, Seniors
- Assist with music needs at weddings and funerals
- Seek and evaluate new music and other resources
- Attend conferences
- Responsible for the Music Ministry Budget