

## **POSITION DESCRIPTION: Music Ministry Coordinator at South Santiago Lutheran Church (SSLC)**

**Accountability:** Reports to Senior Pastor

**Ministry Responsibilities Summary:** SSLC Music Ministry Coordinator stewards the musical and liturgical gifts of the congregation.

**Time Commitment:** Up to 4 hours per week for regular programming (September-May) and up to 2 hours per week for summer (June-Aug) with a max of 185 hours per year. Over max number requires council approval. Coordinator is responsible for tracking hours worked and will turn in time cards every two weeks for payroll purposes. Hourly wage to be determined by SSLC Council.

### **Primary Duties:**

- Music Ministry Coordinator works collaboratively with the Pastor and other staff members to create faithful, inspirational, and diverse worship experiences for the SSLC community with primary attention to Sunday mornings.
- A willingness and enthusiasm to work with volunteer musicians from within the congregation.
- Provide leadership and vision for the music program at SSLC with special attention to our mission of being welcoming to visitors and newcomers to the faith.
- Coordinate with the Pastor to develop and plan worship week-to-week
- Communicate effectively with the Office Manager for purposes of announcements, bulletin preparation, newsletter communications, etc.
- Attend appropriate workshops, meetings, and conferences as determined in conjunction with supervisor.
- Prepare an annual budget request as part of the congregational budget development process.

### **Job Qualifications**

#### **Skills & Competencies:**

- Ability to develop, implement, and revise comprehensive music ministry plans.
  - Strong communication, facilitation, and organizational skills.
  - Thrives on responsibility, multi-tasking, and leadership.
- Experience (or willingness to learn) working with microphones, speakers, and operating recorded music

#### **Personal Qualities:**

- Knowledge of traditional and new Christian music and worship seasons.

**Work Environment/Method/Styles:** Can Work Independently, Can Work with a Team. Remote work is authorized for planning.

**Desired Spiritual Gifts:** Encouragement, Leadership, Wisdom, Musical talents.

In the event the congregation leadership opts to move in a different staffing direction, Coordinator will be given a minimum of four weeks' notice of elimination of position. This position description will be reviewed and signed annually by the employee and SSLC Council President.

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Employee

\_\_\_\_\_  
Date

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SSLC President

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Date