

Coordinator of Worship & Music

The Coordinator of Worship & Music is a part time program position of Good Shepherd Lutheran Church. This position will report directly to the Administrative Pastor. This person will advance the mission of the church through supervision, promotion and communication of the music program of Good Shepherd. In addition this person will manage worship technology volunteers and assess the needs for the upkeep and replacing of instruments and sound systems of the church.

This 15 hour per week position has flexible hours that will be coordinated with the supervisor.

Duties Include:

Planning and Organization of the Worship and Music Program

1. Recruit directors of choirs, organists and accompanists for choirs.
2. Coordinate the calendar of rehearsals and special music offerings in worship of all of the music groups of the church. (Adult Choir, Exultation Bells, Hallelujah Chorus, and Good Vibrations)
3. Schedule of organists and pianists for worship services
4. Schedule and train Sound Board and Streaming technicians
5. Schedule church school children and Little Lambs Preschool to offer special music periodically throughout the school year
6. Communicate the rehearsal and special music schedule to the Administrative Secretary

Provide for Inclusion of Others in Music Ministry

1. Schedule special music offerings throughout the year
2. Coordinate use of instrumentalists for accompaniment and special occasions
3. Assist Pastors in hymn selection
4. Participate in staff meetings and worship board meetings
5. Schedule and communicate piano and organ maintenance and tuning.

Evaluate Equipment and Instruments

1. Give recommendations as to what music instruments and equipment require repair, maintenance or replacement
2. Work with the Worship Board and others in planning budgetary needs for equipment and instruments
3. When needed, help plan for fundraising to replace or add to instruments or equipment
4. Engage in long-range planning for worship

Other Responsibilities

1. Other duties as assigned