

BETHLEHEM LUTHERAN CHURCH
Music Coordinator of Contemporary Worship

Summary

Coordinate and lead Wednesday evening worship services as well as other services as needed.

Essential Functions:

- **Collaboratively plan worship services** with pastors, Director of Worship & Music, and others including music and other creative elements, working within deadlines.
- **Prepare materials** for worship leaders, including music, charts, bulletins, and PowerPoint (in collaboration with administrative staff)
- **Cultivate leaders** and musical leadership team, including leading rehearsals, build community among band, assess musical abilities and cultivate musician's skills.
- **Lead worship** by welcoming & inviting participants into worship to connect with God & one another to nurture Christian faith of participants.
- **Tend** to instruments, musical equipment, gear, sound board, and worship spaces.

Core Competencies:

- **Graceful Public Leadership:** Comfortable in front of people with a spirit of hospitality, ability to gracefully lead others in worship.
- **Musical Leadership:** competent musician (instrumental and / or vocal), ability to work with Sound Techs for a good mix & balance in worship spaces
- **Computer & technology:** competent with PowerPoint, Word, sound board etc.
- **Understanding of context:** demonstrates an appreciation for Lutheran worship heritage as well as contemporary worship in order to discern appropriate music for Bethlehem, including arranging, transposing music so that congregation can participate.
- **Rooted in Mission:** Demonstrates personal rootedness in God's graceful mission and professional support of the mission, vision, and values of Bethlehem Lutheran Church. and ability to communicate these to others.
- **Team Building:** Gathers people into teams and builds them both personally and interpersonally.

Other Responsibilities:

- Cultivate healthy working relationships.
- Network to learn about resources: people, music, etc.
- Join the Bethlehem Staff when invited.

Minimum Qualifications:

- Post high school education with college degree preferred.
- Experience in worship music leadership or related work.
- Demonstrated musical skill, interpersonal leadership, management, coordination, basic computer skills.

draft date: April 25, 2018

Physical Requirements:

- Ability to move freely in the worship space.
- Ability to speak gracefully in public.
- Ability to move and care for equipment.

Reports to: Director of Worship & Music

Directly Supervises: band members

Status: Part time

FLSA: Exempt