

St. Paul's United Church of Christ

428 Kilbourne Street * Bellevue, Ohio 44811 * (419) 483-6490

Special Music Coordinator

Position Description

St. Paul's UCC is a loving and caring family of faith that seeks to share God's Word through our lives, actions, and worship. We are seeking a Special Music Coordinator who will work to enhance the worship experience by arranging Praise music and special music contributions for the services.

The Special Music Coordinator will work alongside the Pastor, staff and church leaders.

The position is 20 hours a month.

Qualifications

- Have a passion for and experience with a wide variety of music and worship styles
- High energy, enthusiastic, hands-on, positive, creative person with a sense of humor
- Dependable, responsible and self-motivated person with strong planning and organizational skills
- Value teamwork and be able to work cooperatively with the pastor, staff and congregation
- Have the ability and experience to select appropriate music, in both style and type
- Have the ability to listen, problem-solve and handle difficult people and situations in a calm, respectful manner
- Be committed to the church's mission, vision and people
- Possess good verbal, written and interpersonal communication skills
- Be computer literate (Word, Excel, Email, Internet)

Expectations and Responsibilities

- Coordinate the Praise music for worship, including identifying new selections, working with and expanding the praise team, and helping to teach the congregation new songs
- Recruit instrumentalists, vocalists, etc. for at least 2 worship services per month in coordination with the Pastor
- Handle all planning, scheduling, communication, and financial arrangements for all guest artists
- Submit relevant information, including artist bios, musical titles and composers for the bulletin to the Administrative Secretary by Wednesday afternoon for printing
- Adhere to all applicable copyright laws with regard to use, duplication and performance of music
- Be mindful of the annual Music budget, and submit all budget requests to the Church Council

- Maintain responsive communication through personal interaction, phone calls, email, etc.

Evaluation and Compensation

- The Special Music Coordinator shall be employed and administratively accountable to the Church Council and programmatically accountable to the Pastor.
- The work schedule shall include Sunday mornings for worship (10:15am) when applicable, weekly preparation, and other special services, as coordinated with the Pastor.
- The Special Music Coordinator will be evaluated annually by the Pastor, the Worship and Music Committee and the Church Council, with input from others who work with the Organist.
- A compensation package is available that includes a base salary of \$240 per month, payable monthly.
- The Special Music Coordinator shall have an ongoing contract.
- Termination of employment requires four-week written notice and can be initiated by either and Special Music Coordinator, or the Church Council.

To Apply

Please send a letter of interest and a resume to Special Music Coordinator Search, St. Paul's United Church of Christ, 428 Kilbourne St., Bellevue, OH 44811, or to spcpastor@cros.net.