

**MUSIC MINISTRY COORDINATOR
JOB DESCRIPTION
MENOMONIE UNITED METHODIST CHURCH**

GENERAL DESCRIPTION: The Music Ministry shall be a blend of traditional and contemporary music, preferably the inclusion of a Chancel Choir, Bell Choir, Praise Singers, Youth/Children Music, and Instrumental music. The Music Ministry Coordinator is responsible for coordinating the entire music program for the church. The Music Ministry Coordinator is supervised by the Pastor who reports to the Staff-Parish representatives on the Accountable Leadership Board. The Coordinator serves as a member of the Worship Ministry Team and works with the Pastor in planning music for worship services. All staff must have a confidential background check completed by the Pastor who will advise the Staff Parish representatives on the Accountable Leadership Board on any areas of concern.

DUTIES:

- *Plans and coordinates the entire music ministry, incorporating Chancel Choir, Bell Choir, instrumentals, children, soloists, others.
- *Coordinates with the Bell Choir Director.
- *Coordinates with the Director of Children and Family Ministries.
- *Directs the Chancel Choir for Sunday (September thru May) and other worship services.
- *Plans and directs at least one Cantata each year (Christmas and/or Easter).
- *Conducts regular choir practices as needed.
- *Participates as a member of the Worship Ministry Team.
- *Assists the Worship Ministry Team in arranging the music calendar for Sunday and other worship services (3 times a year--1st Semester, 2nd Semester, and summer).
- *Selects music in consultation with the Pastor and Worship Ministry Team as requested.
- *Arranges for/coordinates special music for summer worship.
- *Orders music and other materials keeping within the budget assigned.
- *Assists in preparing the music ministry budget when requested.
- *Keeps music filed on a regular basis.
- *Communicates with the Administrative Assistant on music to be used before the bulletin is printed.
- *Secures a replacement due to illness and notifies the Pastor.
- *Secures a replacement for planned absences from rehearsals and worship services with prior approval from the Pastor. A two week notice shall be given for planned absences.
- *Communicates with the custodian on music schedule and needs for practice and services.
- *Ensures the building is secured after rehearsals.

SALARY AND BENEFITS:

Salary: Set annually on a calendar year basis. (Anticipated hours: approximately 400/year).
Social Security: As per FICA regulations.
Continuing Education: Budgeted annually.

TERMINATION: Termination of services by the Coordinator or church shall require 30 days notice.