

ST. PAUL UNITED METHODIST CHURCH
10 N. Center Street, East Alton, IL 62024
618/259-5210

Position Description – MUSIC COORDINATOR

The Music Coordinator will be responsible for coordinating the Music Ministry at St. Paul. This is a part time position which includes leading and promoting congregational participation in singing during the Sunday morning worship services to enhance the overall spiritual experience and coordinating music with other music ministries of the church.

General Expectations are as follows:

- Varied musical background well versed in both Traditional and Contemporary Music, which includes the ability to play musical instruments such as organ, and/or piano and keyboard for worship and accompanying soloists, duets, etc. Experience in leading choirs/groups also is a plus.
- Work closely with the Pastor in planning worship services – will require attending regular planning sessions.
- Recruit, coordinate, and work closely with volunteers of adult, children's and youth choirs with rehearsals as needed.
- In coordination with other music leaders, and consultation with Pastor, to plan for various choirs/groups to perform a minimum of once a month in both services, which, may include soloists, groups, or special music.
- Develop a continuing interest in the growth of overall music participation in the church (may include reviewing and bringing in outside talent to enhance the spiritual experiences of services).
- Will be required to play for special services as requested by Pastor for Easter, Lent, Christmas, etc. including presenting a Christmas cantata. May have opportunity to play at funerals and weddings.
- Purchase music in keeping with the budgeted allotment and needs of other church music leaders.
- Arrange in consultation with the Pastor and/or possibly other music leaders for music for the Outdoor Services in the summer which may include song leaders, soloists/groups.
- Oversee music files and music related equipment (except Bell Choir) and report needed repairs and/or supplies to the church office.
- Arrange in consultation with the Pastor for a substitute when unable to play/direct worship services due to illness, absence, etc. Employee must complete and submit a Request for Payment form to initiate payment for a substitute (form available in church office).
- Permanent employment in this position will depend on successful 90 day probation and review by the Staff-Parish Relations Committee.
- The Music Coordinator will be responsible for overall performance to the Staff-Parish Relations Committee and will be under the direct supervision of the Pastor.
- The Music Coordinator is welcome to become a member of St. Paul, but it is not required.

HOURS AND COMPENSATION:

- Salary will be reviewed and recommended annually by the Staff-Parish Relations Committee to the Finance Committee for inclusion in the yearly January through December budget.
- Vacation time in the amount of four Sundays shall be granted with pay in accordance with the Church manual. Vacations shall be scheduled in consultation with, and the approval of, the Pastor.
- Social Security is withheld with the church contributing its portion, as required by law.