

WOODLAND PRESBYTERIAN CHURCH

Post Office Box 297 / 756 Park Street, Woodland, WA 98674

Phone: (360) 225-8941

JOB DESCRIPTION

POSITION TITLE: Music Coordinator/Keyboardist

ACCOUNTABILITY: Pastor, Worship Committee

SUMMARY OF RESPONSIBILITIES:

To plan music and provide keyboard accompaniment for scheduled worship services and other occasions in support of the music ministry of the church.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Schedule chancel choir, hand bells, and special music for Sunday morning worship.
- Working with the pastor, plan music for special services (Christmas Eve, Maundy Thursday, Good Friday) and provide keyboard accompaniment or written music as needed.
- Plan hymns, organize, schedule, and lead special music services.
- Plan and provide keyboard accompaniment for hymns and songs for Sunday morning worship, working with pastor (sermon theme & scripture).
- Print and provide music for keyboard and guitar in appropriate key as needed.
- Keep accurate list of all hymns and worship songs (verses of hymns, record of times used in worship, key, etc.)
- Attend monthly Worship Committee Meetings. Work with Worship Committee and Pastor, as needed, as to the order of service.
- Schedule worship team singers for Sunday morning worship.
- Provide Youtube videos of songs to worship team and post links on church website (weekly or monthly)
- Rehearse praise team on Sunday mornings and schedule and hold special rehearsals as needed.
- Oversee the entering of all song and hymn lyrics into presentation media (Powerpoint, Media Shout).
- Make recommendations for the annual budget to support the music ministry.

QUALIFICATIONS REQUIRED:

- Strong profession of Christian faith and a desire to serve the Lord with passion and leadership in a music ministry.
- Undergraduate degree in music (or equivalent) with a high degree of proficiency in playing keyboards to lead music presentation.
- Ability to take direction and work as a team member.

RELATIONSHIPS: Relates to Pastor, Worship Committee, Choir Director, and other staff as needed in the performance of his/her responsibilities.

EVALUATION: The personnel committee will prepare a formal annual review relying on input from the Pastor, Worship Committee, and others as well as a representative sample of the general church membership. The personnel committee will submit formal compensation recommendations to the session annually.

Candidates for this position will be required to submit to and receive favorable results from a background check and drug screening.