

AMERICAN LUTHERAN CHURCH OF WINDOM

Worship and Music Ministry Coordinator Job Description

Job Summary: Plan and develop worship and music that conveys the message of the church calendar with American Lutheran Church pastors and the Worship and Music Board.

Part-time position that averages 10 hours per week. This position reports to the Lead Pastor.

Job Responsibilities:

- Coordinate music for regular and special worship services, including hymns and songs selected by the hymn selection committee.
- Schedule accompanists for all worship services (Sundays, Wednesdays, Saturday nights, Sogge Home).
- Work with Worship and Music Committee to schedule volunteers for worship (scripture readers, greeters, communion assistants and others as needed).
- Train, schedule and write leader guide for assistant ministers.
- Recruit music leaders for Worship on Wednesday (WOW), choir directors, cantada directors, Living Nativity musical entertainment and other music groups
- Work with Christian Education Coordinator on music for Bible and Me (BAM) and Vacation Bible School (VBS).
- Coordinate guest music performances.
- Attend Worship and Music Committee meetings and serve as a resource.
- Arrange for wedding coordinators.
- Assist with Confirmation Service rehearsal and photography.
- Be a resource for the Altar Guild.
- Assist with drama productions for worship.
- Coordinate technology needs with the Technology Team.
- Attend weekly staff meeting.
- Attend new member orientation.
- Other duties as assigned.