



JOB DESCRIPTION – Music Ministry Coordinator

Accountable to: Pastor of Wolf's Covenant Church

Relationship to: Works closely with the Pastor, Worship Committee

Workweek: Part time – 10 hours (Sundays required)

Salary: \$6,000-\$7,500

MUSIC MINISTRY COORDINATOR PRIMARY RESPONSIBILITIES:

- Select and prepare music weekly for a blended worship service
- Plan and lead praise music weekly
- *Strongly preferred:* Play keyboard or guitar to accompany singing.
- Work with Lead Pastor to create a worship experience, along with other tasks as needed
- Facilitate and coordinate periodic choir or special music performances
- Responsible for all tracking and logging necessary for CCLI license requirements

MUSIC MINISTRY COORDINATOR REQUIRED KNOWLEDGE/SKILLS:

- Fully devoted follower of Jesus Christ - keeps life in harmony with the Word of God
- Possess musical background (ie: singing, playing an instrument, ability to read music)
- Ability to work well as a team
- Ability to organize contemporary and traditional style (blended) worship
- Proficiency with AV equipment and supporting technology

BACKGROUND CHECKS REQUIRED:

A. Employee shall have and maintain background checks required by Pennsylvania Department of Education and State law on file with the Church prior to employment commencing.

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B. Employee shall have, maintain and comply with background checks required by the Pennsylvania Department of Education and State Law including the following:

1. PA Criminal Record Certificate (Act 34 of 1985 and Act 114 of 2006, as amended)
2. PA Child Abuse History Certificate (Act 151)
3. FBI Federal Criminal History Record (Act 114)
4. Criminal history reports shall be no more than one (1) year old at the time of employment.

C. Employee shall be in charge of making sure that volunteers have the above referenced up to date background checks and on file with the Church.

If you have further inquiries or want to submit your cover letter and resume, please contact Wolf's Search Team: info@wolfschurch.org

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