

# **CONTEMPORARY AND CHORAL MUSIC COORDINATOR**

## **First Presbyterian Church, El Dorado, KS**

*(Approved by Personnel Committee June 14, 2018)*  
*Approved by Session June 21, 2018)*

### **PURPOSE**

To lead the congregation as part of the regular worship service held at 10:30 AM, providing meaningful worship through contemporary, traditional and choral music selections within a blended service.

### **ACCOUNTABILITY**

The Coordinator is directly responsible to the Pastor, as Head of Staff, and functions under the general auspices of the Worship and Music Committee.

**RESPONSIBILITIES** *(The Choir sings 9 months of the year taking off three months in the summer. There is to be choral, solo or group singing throughout the year in worship.)*

1. Arrange for the practice and training of musicians in the performance of sacred contemporary, traditional, and choral music and worship leadership. This includes choir, soloists, group and volunteer singers.
2. Select music for choir anthems.
3. Choose music consistent with the Pastor's theme and communicate those titles in a timely manner to the Pastor and Church Secretary. A minimum two week lead time is recommended to allow for consistent excellence in worship.
4. Rehearsal time to be coordinated with the Choir, Accompanist and other worship singers. Ordinarily, the choir practices once per week. Communicate rehearsal time changes or special rehearsals in a timely manner.
5. Recruit, in coordination with the Worship and Music Committee, individuals who will participate in a Music Worship Team (drums, guitar, etc.). Arrange and conduct rehearsals with the Team.
6. Supervise and assist in set-up and break-down of audio equipment. Assist with power point set up if using music video, if needed. Communicate to the Communication Committee any necessary audio and visual needs.
7. Coordinate and assist with the presentation of occasional special musical events, in conjunction with the Worship and Music Committee.

8. Prepare the Choir and other musicians for special services such as:
  - a. Advent
  - b. Christmas
  - c. Lent
  - d. Easter
  - e. Festival of Music
9. Prepare and submit a proposed budget each year (fall) to the Worship and Music Committee.
10. Attend the Worship and Music Committee meetings (4-6 meetings a year) as an ex-officio member.
11. If a sub is needed for the worship service, the Coordinator will notify the Pastor at least two weeks in advance and arrange for a substitute.

## **REQUIREMENTS**

1. Must be a devoted and mature Christian with a deep love for worship.
2. Must have strong vocal and instrumental abilities.
3. Must be able to work well with others, lead with passion and communicate effectively.
4. Must possess, or be willing to gain a working knowledge of audio and visual equipment.

## **TERMS OF COVENANT**

Approximate hours per week: 8 - 10

The Contemporary and Choral Music Coordinator will provide music leadership in worship forty-nine of the fifty-two Sunday services per year, plus special services as listed above, barring unforeseen circumstances.

The pay period is from the first of the month to the end of the month. Pay checks will be issued on a designated day of the month following completion of a pay period.

Compensation shall be established annually by the Session. The Personnel Committee shall meet annually with the Contemporary and Choral Music Coordinator to discuss compensation, continuing education, and other relevant matters prior to submission of its recommendation to the Session for budget purposes.