

Music Coordinator

Status: Part Time

Classification: Staff

Time Required: 10 hours per week

Context

The Meeting House is a church for people who aren't into church. Through our network of locations we seek to proclaim the irreligious message of Jesus and invite people into loving community where they can join our shared mission and learn to live this message in daily life.

Role

The primary way people hear our message is by attending one of our weekend services. The effectiveness of these services and the teams that support them directly impacts people's ability to hear the message and consider its implications for their lives. The Music Coordinator is responsible to develop and lead an effective music team to lead the site community in an engaging experience of musical worship.

Requirements:

- Exemplify the leadership character qualities listed in 1 Timothy 3:1-7 and Galatians 5:22-23
- Aligned with the message, mission and ministry strategy of The Meeting House
- Spiritual maturity and wisdom to oversee the growth and development of a healthy team
- Strong leadership and the ability to effectively build effective teams
- The ability to identify, develop and manage quality musicians
- Strong musical worship skills and an ability to mobilize teams to inspire people to worship through music

Responsibilities

- Serve as a key champion of musical worship that aligns with our message, mission and ethos
- Consistently lead the music team at the weekend service and lead a midweek rehearsal
- Develop and coach a team of volunteers to lead attendees at our weekend services to participate in musical worship in a shared experience of focusing on God
- Provide organizational leadership for the music team and ensure there is an appropriate set list selected and distributed to scheduled musicians in advance of rehearsal
- Provide resourcing support for music at youth midweek programs
- Connect with appropriate Site Support staff and the Weekend Service Producer to ensure any special needs, requirements or gear issues are addressed for the week
- Ensure all volunteer teams are properly scheduled and ready to serve each week
- Provide organizational leadership for and lead during Regional Attics
- Work with Lead Pastor to anticipate, recruit and fill volunteer positions for the Music Team
- Contribute towards a spirit of bridge building and cooperation with all staff, other ministry areas, sites, as well as other churches and organizations

Sunday Responsibilities

- Arrive in time for setup to help and ensure all aspects of the sound check are ready
- Support Tech Team workflow as needed
- Ensure there is a sound check and sound check issues are resolved as needed
- Ensure entire music team is ready for team meeting at 9:15 am
- Lead musical worship
- Ensure music team participates in stage take down post service

Additional Responsibilities

- Participate in all Site Coordinators Meetings
- Participate in Site Support meetings as required
- Communicate volunteer needs to Lead Pastor, Weekend Service Producer and Weekend Service Support Pastor
- Monitor the maintenance of musical gear with the Tech Coordinator

Role Expectations:

- Consistently complete duties and responsibilities in a timely way
- Maintain a positive relational stance on all fronts
- Overall positive annual survey results for music ministry at the site
- Remain within budgets associated with this position
- Achieve goals for this position as it relates to our shared mission
- Contribute to a positive and effective staff team dynamic
- Effectively problem solve within the scope of this role
- Ongoing improvements and innovations within the scope of this role

Relationships

Reports to: Lead Pastor
 Weekend Service Support Pastor

Supervises: Music Volunteers

Time Allocation:

Hour allocation is strictly an approximation and should be used as a guide for time management rather than the letter of the law. Some weeks will involve more hours while others will prove to be notably lighter.

Sunday mornings	4 hours
Rehearsal	2 hours
Meetings (site meetings, cross-regional meetings, one on one meetings)	2 hours
Administration, email, phone calls and planning	2 hours