

## *Worship Arts Coordinator Job Description – Exempt*

Purpose: Ensures and leads consistently high quality and meaningful worship experiences that connect and equip people to be the hands and feet of Jesus.

Accountable to: Senior Pastor

Every staff member of St. Mark's Lutheran Church is called to care for, privileged to serve with, and blessed to equip and empower members and friends of St. Mark's to be the hands and feet of Jesus. The staff ministry position of this job description represents the congregation's ministry in both work life and private life and encourages sensitivity to how others may see this staff minister as he carries out the duties and responsibilities of his office.

### **REQUIRED QUALIFICATIONS**

1. A committed follower of Jesus
2. Accepts core beliefs of St. Mark's
3. Demonstrates a passion for the mission of the Church
4. Is a team player, especially with the ministry staff
5. Experience vocally leading public worship while playing either keyboard or guitar
6. Demonstrated ability to lead and direct a rhythm section, other musicians, and vocalists
7. Demonstrated ability to recruit, identify, equip, and lead new musicians
8. Excellent communication skills, especially using technology (phone, text, email, Planning Center, etc.)

### **PREFERRED QUALIFICATIONS**

1. Experience vocally leading public worship of 150+ while playing either keyboard or guitar
2. Ability to resolve problems and concerns in a professional and Christ-like manner
3. Able to delegate appropriately while mentoring and monitoring
4. Degree in music, theology, or related field
5. Is or is willing to consider becoming a member of St. Mark's

### **GENERAL DUTIES AND RESPONSIBILITIES**

1. Plan worship services with the Worship Planning Team and serve as the primary worship leader for contemporary-style services.
2. Organize, assign, manage, and oversee all musicians, worship leaders, and creative teams (audio, video, lighting, visual, etc.).

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **WORSHIP SERVICES**

1. Plan and lead weekly worship in a manner that encourages active congregational participation.
2. Direct and rehearse the worship band and singers for participation in worship services.
3. Coordinate with all areas of media, audio, creative arts, etc.

#### **EQUIPPING LEADERS & VOLUNTEERS**

1. Recruit people to serve in worship arts, especially as it relates to contemporary music, arts, and media teams.
2. Lead regular trainings and disciple those involved in worship arts.

## **ADMINISTRATIVE**

1. Attend staff meetings and retreats
2. Establishes worship-related ministry goals and objectives, manages the use of the equipment, uses resources efficiently and effectively, and encourages team work and leadership.
3. Develop and administer the worship arts budget.
4. Purchase music, provide for the orderly maintenance of a music library, and ensure all legal requirements associated with worship music are followed.
5. Other duties, as assigned by the Senior Pastor

## **APPLICATION PROCESS**

Please submit your resume and a short video (2 minutes or less) introducing yourself, directly to Pastor Tim Bayer at [tim.bayer@stmarkschurch.church](mailto:tim.bayer@stmarkschurch.church) or contact (630) 584-8638 x. 104. You may also send a link or video of you leading in a worship setting.