

# Lake Mills United Methodist Church

## Job Description

### Job Title: Music Ministry Facilitator

Reports to Pastor/Staff Parish Relations Committee

Part-time. Compensation based on skills and responsibilities assumed.

### Essential Duties and Responsibilities:

#### *Coordinate and/or Direct*

1. Collaborate with the pastor to provide music for worship.
2. Work with the Children and Youth ministry staff to prepare children's music for Palm Sunday, Easter Sunday and Christmas programs. Additional children's music throughout the year is encouraged.
3. Coordinate and/or direct tone chimes special music with mixed generation volunteers for but not limited to Easter and Christmas services.
4. Coordinate and/or direct adult church choir.
5. Coordinate and/or provide organ/piano music or other instrumental music for worship and rehearsals.

#### **Provide Leadership**

1. Communicate with pastors, worship team, sound system technicians, musicians and church leadership regarding music for worship services and other church events.
2. Recruit and encourage participants of all ages in the music activities of the church. Collaborate and assist them in their participation, including providing necessary information, materials, and schedule coordination.
3. Arrange for special music during the summer services. (June-August)
4. Schedule piano maintenance/tuning with a qualified piano tuner/repair person as needed.
5. Adhere to applicable copyright laws with regard to the use, duplication, distribution, and broadcast of music and/or lyrics.

(Music for weddings and funerals is not included in the Music Ministry Facilitator's responsibilities, but may be provided upon request.)

### **Attend Meetings**

1. Attend Church Council (3<sup>rd</sup> Thursday of each month at 6:30pm), Worship team meetings (every two months, 2<sup>nd</sup> Thursday at 6:30pm), Church Conference (once a year during November or December.)
2. Present at special meetings, in-person or virtually, when there is a request from the pastor or church leaders.
3. Accompany or provide music for the worship service in the absence of the pianist/organist. This may include piano or other instruments, or pre-recorded sound tracks if necessary. (Pre-recorded sound tracks should be reserved for rare or special occasions.)

(Schedule is flexible when the above duties are met.)

### **Education and Work Experience Requirements:**

1. Demonstrated ability to coordinate activities and work with teams.
2. Display musical talent through either training or experience, including singing or playing a musical instrument.
3. Have a working knowledge of church music and its role in the worship setting/service.
4. Present ones self and represent the church in a professional and friendly manner at all times, including interactions with all levels of church and church school personnel.
5. Maintain confidentiality requirements regarding church business and personnel.
6. Meet and maintain a background check as required for working with children and youth and having access to confidential areas records, church assets and keys to the facility and office area.
7. Comply with all church policies and procedures.