

MUSIC COORDINATOR JOB DESCRIPTION CHRIST LUTHERAN CHURCH, WALLA WALLA, WA

The Music Coordinator, in close cooperation and with the support of the Worship Committee and Pastor, shall:

1. Be responsible for planning, rehearsing and directing the choir for the worship services of the congregation. The choir is expected to participate during two services each month, September through May. Sundays of the month during which they participate will likely vary to accommodate individual schedules and the church calendar. The Choir will participate in worship for Christmas Eve, Maundy Thursday, Good Friday and the Festival Sundays of Easter, Pentecost, and Reformation. The choir will lead the congregation in the psalm on the Sundays it participates in service.
2. Plan and lead choir rehearsals each Wednesday from 7:00 - 8:00 pm from September through May. Additional rehearsals may be required prior to festival Sundays, during Holy Week, or for the Service of Lessons and Carols in December. The Music Coordinator will practice with the choir prior to services.
3. Attend monthly Worship Committee meetings and meet with the pastor and choir accompanist on a regular basis.
4. Choose appropriate music and psalm tones for the liturgical season.
5. Maintain the choir library.
6. Purchase new music as needed, staying within the budget for new music set by the Congregation Council unless given approval by the Worship Committee and/or Pastor. Work with the congregation office manager to ensure that newly purchased music is added to the choir spreadsheet, numbered and stamped with "Christ Lutheran Church" before distribution.
7. Provide information about choir selections for the bulletin well in advance of the bulletin printing deadline.
8. Other special music contributions to worship, such as soloists, ensembles, etc. will be scheduled through the Music Coordinator.
9. For the above duties performed, the Music Coordinator shall be compensated on a monthly basis the dollar amount designated by the Congregation Council via the Personnel Committee of the Board of Trustees. The Music Coordinator position does not qualify for vacation or sick leave benefits under CLC policy.
10. An evaluation of the job performance of the Music Coordinator will be completed at the end of the first four (4) months and on the employee's anniversary of employment each year thereafter. Continuation of employment is dependent upon achieving success in fulfilling the duties of the position. Notes for the employee's personnel file will be made by evaluator(s). The file may also contain written feedback from the employee.