

Worship Ministry Coordinator

Job Description

Lake Gibson United Methodist Church (LGUMC)

This ministry is charged with responsibility of spreading the gospel of Jesus Christ through the promotion of ecclesiastical and religious principles. The fulfillment of our mission and visions statement should be instrumental in disseminating spiritual faith to the congregation of LGUMC.

Qualifications:

- A dynamic, energetic Christian individual who is equally comfortable working with children and adults in furthering and establishing a God Praising Worship Ministry.
- A college degree preferred (in Religious Education is preferred but experience in Church ministry, Music and/or Bible Study is acceptable along with the college degree)
- Ability to teach basic music concepts and possess knowledge of advance music concepts
- Is proficient on organ, piano, keyboard and in all facets of church music
- Has organizational/administrative skills
- Schedules and leads Worship Committee meetings on a regular basis
- Passes the basic Florida State Background Check
- Annually attends the Florida UMC Child Protection Policy Class
- Provides two written references (non-relatives)

Responsibilities:

- Plans and Develops the Worship Service in consultation with the Pastor and other Worship Committee members (Music, Dance, etc.)
- Plays the church organ, keyboard, and/or piano at all regularly scheduled worship services, and for other services as scheduled
- Schedules all rehearsals for all choirs, ensembles and soloists and special programs in coordination with the church calendar
- Schedules and leads Worship Committee meetings on a regular basis
- Prepares material for the worship bulletin and newsletter
- Supervises or personally adorns the altar and/or sanctuary to reflect the time in the Christian year, season, theme of the sermon, etc.
- Is available for and provides consultation about wedding and funeral services (refer to LGUMC Wedding and Funeral Policies)
- Arranges, promotes and hosts guest musicians, programs, etc. to enhance the worship experience

- Regularly attends church staff, Administrative Council and other church meetings when requested.
- Arranges for suitable substitute pianist and/or choir leader or program in the event of absence or vacation.
- Yearly attends religious educational classes/events to enhance own professional growth.
- Additional responsibilities may be required to promote LGUMC mission (“sharing God’s Love Through Action”) and vision statement (“to be a joyful church family that is crucial to our community”) and implement a meaningful and successful worship ministry.

Policies:

- This is considered a salaried full time ministerial exempt position with flexible hours.
- A copy of the Personnel Policies and Procedures Handbook for members of the Staff of LGUMC is attached and made part of the Job Description.

Approvals

Pastor:

_____ Date: _____

Employee:

_____ Date: _____

Original in Employee Personnel File, Copy to Employee,
Form approved 7/14, Revised: 5/16; 10/16