

COVENANT UNITED METHODIST CHURCH

Job Description

Title: **Worship Arts Ministry Coordinator**
(Half-time ministry position- 20 hours/week)

Reports to: **Pastor and Staff Parish Relations Committee (SPRC)**

Job Summary: To provide a well-developed worship arts program that enhances the worship at Covenant United Methodist Church. This will include the coordination of the various music ministries as well as the development and use of other art forms in the worship setting. Music groups include choir, handbells, drums, marimbas & praise team.

Qualifications:

- Regard music and arts as central to worship for a strong and vital church
- Major or minor in Music and/or Music Ministry is preferred, but not mandatory.
- Be a strong leader with a heart for Christian ministry compatible with the Methodist faith and tradition
- Strong, broad based background in music or music ministry
- Work well with different musical abilities, and various ages
- Be able to coordinate all aspects of creative expression during worship services
- Be able to organize, recruit, and strengthen the talents of volunteers in music ministry, helping them grow spiritually as they glorify God by sharing their creative gifts.
- Create a high level of enthusiasm to the worship ministry of Covenant United Methodist Church, and in outreach to community

Responsibilities and Duties:

- Coordinate music for all music groups for worship services
- Plan and schedule music ministry groups for worship services
- Meet with pastor on regular basis for coordination of worship services, planning for special seasons of worship (i.e. Lent, Advent, etc)
- Coordinate and oversee rehearsal schedules for all groups and soloists as well as for drama, or other forms of creative expression
- Coordinate with the Elementary Education ministry team for musical needs (VBS, Advent, etc)
- Supervise and assist with sound board ministry
- Attend monthly worship committee meetings
- Attend and participate in staff meetings
- Other duties as assigned by pastor

Salary Range: \$12,000 to \$15,000

Mission: “ To reach out to those around us, receive people with genuine warmth and hospitality, relate our lives to God and to one another, equip each other as Christian disciples through small group ministry, and to go out into the world to make it more loving and just in the name of Christ”

COVENANT UNITED METHODIST CHURCH

Job Description

Title: Covenant Family Ministries & Christian Education Coordinator
(Half-time ministry position – 20 hrs./week)

Reports to: Pastor & the Staff Parish Relations Committee (SPRC)

Job Summary: Coordinate & manage Covenant's family ministries & Christian education programs for adults & children. In conjunction with the Pastor, develop programs with staff & laity addressing the needs of the congregation & community.

Qualifications:

- Heart for ministry that is compatible with Methodist faith & tradition.
- Regard family ministry & Christian education as an essential part of church vitality.
- Ability to organize, empower & recruit lay volunteers in a collaborative manner.
- Applicable experience within a Christian community.
- Bachelor's degree or appropriate certification is preferred but not mandatory.
- Excellent communication skills.

Responsibilities & Duties:

- Coordinate & develop various programs associated with family ministries & Christian education with the direction & guidance of the Pastor.
- Equip & support lay leadership for children & adult education programs.
- Evaluate & monitor current small group ministries such as neighborhood groups, dinner groups, etc. to enhance their spiritual growth component.
- Communicate achievements & opportunities for participation to the congregation & local community.
- Attend & participate in staff meetings.
- Other duties as assigned by the Pastor.

Salary Range: \$12,000.00 to \$15,000.00 per year

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To equip each other as Christian disciples through small group ministry, and to go out into the world to make it more loving and just in the name of Christ.