

Covenant Presbyterian Church
“Learning God’s Love. Living God’s Love.”
Assistant Music Coordinator (rev. 5/28/24)

Reports to: Minister of Music and Pastoral Care

Status: 10-15 hours per week

Wage: \$22-\$27 hourly commensurate with experience

Position Summary

Enhance the worship experience and participate in spiritual growth and development of the congregation as part of the music ministry at Covenant Presbyterian Church by providing inspired and joyful leadership and direction in music and associated functions of piano-led 9:00am worship services.

Essential Functions

1. Provide service music on piano and lead congregational singing for a weekly 9:00am worship service September through May, as well as some Sundays in summer and other special services as needed and agreed upon.
2. Plan the musical components of 9:00am and special worship services (as requested and agreed upon), under the direction of the Minister of Music and the Pastoral Staff.
3. Take leadership in the selection of music that will engage and inspire the congregation in piano-led worship; explore a variety of music styles and genres with texts that are in alignment with Covenant’s and the PC(USA)’s theology.
4. Recruit and work with musicians to offer special music for 9:00am worship including working with the New Day Ensemble to provide special music about three times per month.
5. Provide spiritual and musical guidance for musicians participating in the New Day Ensemble.
6. Plan, arrange for, and lead weekly practice sessions for the New Day Ensemble.
7. Perform the weekly set-up and storage of the piano and any ancillary gear to be used in piano-led worship services.
8. Assist with audio and visual components of worship as requested, being familiar with all equipment and helping to troubleshoot as requested.
9. Participate in worship planning, working with other staff members to coordinate worship themes and schedules.
10. Obtain and provide copyright information for music as needed to the Communications Coordinator and include as required on worship aids. Report usage of copyrighted materials as required.
11. Supply church staff with bulletin information as needed and within required timelines.

12. Participate in creating the weekly projection materials to be used during 9:00am worship services.
13. Arrange for the maintenance of all pianos at Covenant, and other musical instruments as requested.
14. Increase the opportunities for, and encourage the participation of, the congregation in the musical ministry of the church, including the participation of handbell choirs, children's choirs, and other church ensembles in 9:00am worship.
15. Maintain regularly scheduled hours at the church for planning, rehearsal, and consultation purposes.
16. Serve as an ex-officio member of the Worship Council, attending meeting every other month.
17. Collaborate with the Minister of Music to determine schedule for summer worship services, playing approximately every other week from June – August.
18. Clearly communicate any requested Sundays off and work with the Minister of Music to arrange substitute musicians.
19. Be available to play for services on Christmas Eve, Holy Week and Easter as needed, and collaborate with other music staff for special services and projects.

Other Responsibilities

1. Attend staff meetings, retreats, and training sessions as able.
2. Through in-service training, professional reading, accessing Presbyterian resources and other tactics, seek continuous improvement in skills.
3. Use current technology to communicate effectively.
4. Maintain confidentiality.
5. Perform other duties as assigned.

Qualifications

1. A desire to learn and grow in a faith community
2. At least 3 years' experience leading and/or participating in church music
3. Formal music training with experience leading/directing musical groups
4. Accomplished pianist with ability to provide leadership in congregational singing
5. Experienced in reformed theological traditions
6. Conversant with a wide range of musical styles

Core Competencies

Creativity and Innovation: Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

Ethics and Values: Honors the core values and beliefs of Covenant church in their choice of behaviors; consistently embodies appropriate behavior choices in both stressful and non-stressful situations. Is spiritually grounded in the Christian faith.

Influencing Others: Encourages others to cooperate, participate, provide resources or make decisions, in service to the work at hand; uses verbal and nonverbal skills to communicate respect for others, and to generate energy, passion and commitment for ideas

related to contemporary Christian music; creates an environment that others want to participate in.

Team Orientation: Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others; takes responsibility for his or her part in team failures.

Integrity and Trust: Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; responds to situations with constancy and reliability.

Email resumes to Melissa at mhinz@covenantmadison.org

Responses requested by June 12, 2024.

Covenant Presbyterian Church
326 S. Segoe Road
Medison, WI 53711
www.covenantmadison.org