



777 S. Highway 92, Sierra Vista, AZ 85635
Sierra Vista, AZ 85635-4328

Job Description: Music Coordinator

Purpose: To coordinate the music for the church worship service and other events as requested.

Department: Church Operations

Term of Service: One year two years open ended

Brief Description of Job/Position:

- Schedule pianists/organists to play for church worship services.
- Schedule accompanists for song services, singers, and instrumentalists as needed.
- Schedule special music for church worship services, encouraging as many people as possible to share their talents.
- Get music information into the church bulletin.
 - Communicate music information to the bulletin secretary and appropriate audio/video personnel..
 - Communicate hymn selections to the scheduled pianist/organist.
- Serve on the worship committee.
- Other duties as assigned.

Skillset Needed:

- An interest in music ministry.
- Excellent organizational skills with attention to detail.
- Ability to meet deadlines.

Annual Budget: The annual budget is managed by the Treasurer with input from the department heads, Finance Committee, and the Church Board, with final approval by the Church Body in a business meeting.

Committee/Board Obligations: Worship Committee, Church Board

Reporting To: Worship Coordinator, Church Board

Church Board Approval: August 8, 2024