

Music & Worship Coordinator

First Presbyterian Church

1225 Fourth Street, Fond du Lac, WI 54935

Updated and Approved by Session on 05/19/2025

Purpose:

This person will humbly nurture the spiritual life of the congregation through music and worship ministry. This is a part-time hourly position, averaging about 25 hours per week.

Accountability:

Accountable to Head of Staff

Responsibilities:

Works closely with the Pastor, key staff, and congregational leaders to select and assure all worship service music is provided (hymns, prelude, postlude, special music)

Maintains responsibility for planning, arranging, rehearsing, and leading music and arts in worship services/settings that supports the scripture, theme, and temperament of the service.

Coordinates with all staff, congregational leaders, musicians, and music groups (handbells, choir, etc.) to include and celebrate the diversity of the larger church within the worship services. This includes the recruiting, scheduling, training, and mentoring for worship service volunteers (cantors, liturgists, musicians, ushers, etc.) inclusive of all demographics (age, ethnicity, special needs, etc.) to adequately provide the musical foundation needed to lead the congregation in a worshipful manner.

Encourages the use of artistic elements in worship that create a transformative environment.

Oversees the care and upkeep of all church owned instruments.

Verifies the reporting of and providing copyright information to licensing entities and other needs such as online postings.

Attends staff and Worship Team meetings, and others as needed.
Provides staff reports and other communications to the Session.

In collaboration with Worship Team Elder(s), will oversee/assist with the preparation and administration of the music budget.

Assist with special events, such as weddings, funerals, etc. Any remuneration given will be agreed upon between the musician and the parties requesting the event. These events are separate from church events and compensation will not come from the church.

Other duties as assigned by head of staff.

Qualifications:

Demonstrate a devoted Christian faith through a servant heart and attitude, and be a person of integrity and Christian character.

Competency with an instrument. Proficiency in playing a keyboard instrument is preferred.

Ability to support the mission and vision of our church.

Ability to maintain confidentiality.

Understanding of the relationships between scripture/theme and seasons of the church year.

Possess strong organizational, verbal, and written communication skills.

Core Competencies:

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Motivating Others: Creates a climate in which people want to do their best; can motivate employees, volunteers and members; empowers others; invites shared input and decision making; makes each individual feel that his/her work is important.

People/Volunteer Management: Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.

Musical Skills: Proficient in reading music and mentoring talent. Able to assess the appropriateness of music for varying skills and determine relevant music for various styles or settings.

Goals:

Increase volunteer participation in music ministry each year.

Attend to the “leading edges” of the music ministry of the congregation and expand the music ministry with at least one new form of music each year.

Evaluation:

Refer to First Presbyterian Church of Fond du Lac Personnel Policy

Term:

This position becomes effective *[July 1, 2025 or later]*