



**Ministry Description for
Worship & Music Coordinator**
at Christ the King Lutheran Church,
Combined Locks, WI

Scope of Position:

The Worship & Music Coordinator shall be committed to Jesus Christ and to the mission and ministry at CtK. The primary responsibility of the Worship & Music Coordinator is to nourish and grow the music ministry at Christ the King and empower musicians from both inside and outside the congregation to utilize their gifts. They shall have strong interpersonal and relational skills for working with people of all ages, along with strong organizational and instrumental skills.

Ministry Supervisor: Lead Pastor

Position Type: Part-time, salaried + continuing education

Responsibilities:

- **Worship & Music:** Be an active team player in the development and workflows of worship development and planning.
 - Work alongside pastors to select songs and hymns for worship
 - Serve as the primary musician for Sunday worship services
 - Actively seek and identify individuals to build relationships with, and recruit them to serve as song leaders and musicians
 - Coordinate and schedule song leaders and musicians
 - Partner with Sunday School, Kid's Kingdom Praise Choir, and Kingdom Praise Choir directors to develop an annual calendar
 - Praise Choir (adult) accompanist
 - Play for funerals when possible, or assist pastors in finding a musician to cover
- **Music Administration**
 - Maintain appropriate copyrights related to worship & music (Sundays and Seasons, CCLI, OneLicense, etc)
 - Develop and manage the Worship & Music Ministry Spending Plan
 - Ensure the proper maintenance of musical instruments or other equipment owned by the church

Other Duties

1. Attend staff meetings, staff retreats, annual meeting as a resource to other ministries and the development and life of the congregation.
2. Worship on a regular basis and maintain boundaries to have a healthy faith, family, and personal life.
3. Other duties as assigned by pastors.

Required Skills & Competencies

- Has a passionate faith in Jesus Christ, and leads a life that reflects Christ's love for all people, including self
- Strong keyboard skills, with other instrumental abilities preferred

- Past experience in: music leadership, coordinating musicians, and accompanying large ensembles of made of both experienced and inexperienced singers
- Strong Communication skills
- A self-learner
- Able to follow-through on projects to bring them from idea to reality, while paying attention to details
- Maintains a positive personal social media presence, being mindful of appropriate boundaries and communication

About Christ the King:

Located in a growing area of Northeast Wisconsin, Christ the King is a vibrant faith community *where God's love comes to life*. On average our worship attendance hovers around 300 per week, and about 50% of our congregation is under the age of 34. Our congregation has a youthful energy teaching and equipping members to connect outward with our community. Keeping our youth engaged and families served has always been an energy focus at Christ the King.

To Apply: Please send a cover letter, resume, a musical recording, and contact information for 3 professional references to Molly Mueller at hcqhmolly@tds.net.