

## **Skills, Knowledge, and Abilities**

1. Communication/Hospitality
  - a. The Coordinator will communicate effectively and professionally (both verbally and written) with all parishioners, guests and staff. He/she will generate a sense of hospitality by his/her presence, and communicate a sense of availability, warmth, openness and approachability.
2. Interpersonal Skills
  - a. The Coordinator establishes good working relationships with other members of the staff, the parish, and choristers. He/she works well with people at all levels, considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; and avoids communication triangles.
3. Volunteer Management
  - a. The Coordinator provides direction, gains commitment, facilitates change, and engages people in their areas of giftedness and passion.
4. Leadership Development
  - a. The Assistant encourages others to discover and engage their giftedness and skills in service; calls out the best in others; thinks strategically about the continual need for a next generation of leaders and works to build the leadership base.

## **Required Competencies**

- Computer proficient with knowledge of MS Office Suite, Finale or Sibelius, and In Design.
- Demonstrated musical ability

## **Required Minimum Education and Experience**

- Bachelor's Degree in related field required
- Experience in event planning, team leadership, and/or non-profit program management
- Experience with group facilitation and public speaking

## **Personal Qualities**

- Lives out his/her faith and actively seeks growth opportunities
- Self-motivated, organized, detail-oriented and able to prioritize, plan and manage multiple tasks
- Excellent verbal and written communication skills
- Excellent interpersonal skills and collaborative management style
- Excels at operating in a fast-paced, diverse community environment
- Excellent people manager, open to direction and commitment to task completion
- High comfort level working in a fluid environment
- Respects confidential nature of information shared in a church environment
- Knowledge of and passion for Anglican liturgy and music

## **Acknowledgement and Acceptance of Position Description**

I acknowledge that I have read and understood the foregoing offer of employment and the duties of my position as Music and Liturgy Program Coordinator as outlined in this position description. I understand that employment at Christ Church Episcopal is "at will" and employment can be terminated at any time without cause. I agree to accept and fulfill the duties of this position description this \_\_\_ day of \_\_\_\_\_, 2018.

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Employee Signature

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Supervisor Signature

# JOB DESCRIPTION

Job Title: Liturgy and Music Program Coordinator  
Hours: 25 Hours per Week  
Primary Job Location: Christ Church Episcopal, Greenville, South Carolina  
Date Revised: August 22, 2018



CHRIST CHURCH  
EPISCOPAL

## **Ministry Summary**

Consistent with all other positions at Christ Church, the goal of this position is to enable others to obtain a closer union with God.

The Liturgy and Music Program Coordinator will serve the church by supporting the operations of the Music Ministry with administrative and organizational support while working to achieve the Parish vision of creating and sustaining a "Joyful Community Sharing Life in Jesus Christ." This 25 hour per week position requires availability on Wednesday nights and occasional weekends.

The duties of the office will be performed with a focus on teamwork, creativity, service, communication, collaboration, and engagement with staff and parishioners alike to foster an environment of Christian welcoming at Christ Church.

## **Essential Job Functions and Primary Responsibilities**

1. Serve as the Director's administrative support for the operations of the Liturgy & Music Office.
2. Recruit and oversee volunteer music librarians for the care of the choral music library.
3. Oversee the maintenance and tuning of the pianos on the church campus.
4. Coordinate and maintain the Music Ministry Calendar of rehearsals and performances.
5. Assist with the production of the weekly worship guides.
6. Serve as administrative support for the Assistant Parish Musician and Artist in Residence.
7. Attend weekly liturgy staff meetings and general staff meetings.
8. Recruit volunteers for the music department as needed.
9. Maintain accurate weekly attendance records for all choirs/ensembles.
10. Maintain accurate anthem, hymn, and psalm records.
11. Maintain the payroll requests for all contract musicians.
12. Produce payment requests for all music department purchases.
13. Attend weekly Parish Choir rehearsals to offer administrative and organizational support.
14. Maintain audio recordings of weekly services.
15. Oversee set-up of equipment for handbell choir rehearsal each Monday evening, and on Sundays when they perform.
16. Provide logistics for Parish Choir social events including monthly birthday celebrations, occasional choir repasts, and annual choir retreat.
17. See that the rehearsal and vesting rooms are neat and orderly for weekly rehearsals and services.
18. Interface with the facilities and parish life departments regarding liturgy and music events.
19. Print and distribute prayer scripts, announcements, and worship leaflets to sacristies and vestries each Friday.
20. Other duties as assigned by the Director within the time part-time hour allotment of this position.

## **Reporting Relationships**

The Music and Liturgy Program Coordinator reports to the Director of Liturgy and Music.

## **Other Key Relationships**

Internal: Rector, Music and Liturgy Teams, Church Staff, Vestry, Parishioners, and all Choir members

External: American Guild of Organists

*The duties outlined above may be changed or altered as parish needs change and/or at the discretion of the Rector and/or his designees.*