



First Christian Reformed Church of Detroit

1444 Maryland Avenue, Grosse Pointe Park, MI 48230-1018

(313) 824-3511

www.firstcrcdetroit.org

Creating community through the love of Christ.

Worship Coordinator Job Description

Title: Worship Coordinator

Hours: 12 hours per week

Pay: \$250.00/week

Location: Sunday morning required in person for worship; other days may be in office or remote

Position Summary:

The Worship Coordinator will lead First Church in a music ministry that will inspire and enhance congregational worship and promote music as an important part of meaningful corporate and personal worship and spiritual growth. Candidates should have a passion for music, strong communication skills, and a willingness to serve the congregation and its needs and work towards an active church in our community. The Worship Coordinator is a compassionate person who can pay attention to detail, discern the needs of the congregation, and work with self-supervision.

Essential Job Functions:

- Accompany congregational singing during worship with piano, organ, and/or voice at a minimum of 3 Sundays per month
- Participate in worship planning, including the creation and distribution of weekly Worship Guides
- Maintain musician schedules
- Coordinate set-up of Sunday morning worship with A/V Technician and Pastor
- Attend monthly worship committee and worship planning meetings
- Hold the personal information of congregation members in the strictest confidence and adhere to First Church's guidelines for the disclosure of personal information
- Please note there is no additional compensation for Sunday accompaniment of worship.

Knowledge and Skills:

- Experience in accompanying vocalists on piano and/or organ
- Working knowledge of Google Suite including Gmail, Drive, and YouTube; Microsoft Office including Word and PowerPoint; Church Center
- Must be able to perform duties in a timely fashion; take directions from the supervisor; exercise prioritizing and organizational skills; and deal with the public, church members, and personnel in a pleasant manner.
- Equipment: First Church will provide a piano and/or organ in the church sanctuary for rehearsal as well as a desktop computer and multifunction copier in the church office

Please submit your resume, cover letter, and references to Elissa at connect@firstcrcdetroit.org.