

First Congregational Church of Bellingham – JOB ANNOUNCEMENT

MUSIC COORDINATOR - Join the team of a progressive, LGBTQ+ affirming church committed to serving peace through justice in Bellingham and beyond. With 10 full and part-time staff, we have fun while working for good in the world. The position is scheduled to work a flexible schedule of 15 hours per week, at a hiring range of \$25.50 to \$27.50 per hour, DOE. Benefits include sick leave, vacation and holiday pay (pro-rated.) Visit www.fccb.net to learn more about us.

PURPOSE:

The Music Coordinator coordinates and administers the music ministry of the church, including inviting vocal and instrumental participation by all ages. Coordinates, encourages and facilitates music efforts of volunteers; organizes and promotes the music program; introduces new opportunities to the congregation.

ACCOUNTABILITY:

The Music Coordinator reports to the Lead Pastor and is accountable to the Church Council through the Personnel Committee. This position works closely with the staff and ensemble leaders.

RESPONSIBILITIES:

- In close collaboration with pastors and/or worship liturgy team, coordinates music and musical activities that are integrated with and support and enhance worship themes. Communicates these themes with ensemble leaders and volunteers, collaborating in selection of appropriate musical material.
- Communicates, schedules, and coordinates execution of music and musical activities with organist, AV coordinator, ensembles, and volunteers, as needed.
- Facilitates congregation participation in music and coordinates ensembles.
- Implements outreach activities with members in which to discern, welcome, foster, and nurture participation in music ministry.
- Provides opportunities for assembled congregants to engage communal musical expression during worship services.
- Confirms music copyrights and licenses are current.
- Manages/coordinates the maintenance of church instruments (primarily organ and pianos) to ensure instruments are cared for and tuned on a regular basis.
- Leads the congregation singing when a volunteer is not available to do so.
- May be required to organize and lead a pick-up choir approximately three times a year, if a volunteer is not available to do so.

QUALIFICATIONS:

- Demonstrated welcoming and respectful manner toward all people, without regard to race, gender, sexual orientation, gender identity, country of origin, religion, or socioeconomic status.
- Demonstrated ability to organize and coordinate multiple groups/calendars.
- Demonstrated ability to reach out connect with, and encourage people, celebrating their successes and encouraging their gifts.

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- Ability to read music and lead or conduct an ensemble, as needed.
- Knowledge of how to obtain appropriate copyrights and licenses for music.
- Demonstrated ability with active listening, problem-solving and appropriate boundary-setting.

Preferred

- Experience in successful coordination of musical activities in a collaborative, welcoming manner, encouraging participation by individuals of varying musical experience/talent.
- Knowledge of progressive Christian choral music and the liturgical year.
- Experience in the selection of church music which reflects a broad variety of musical periods, styles, and genres.
- Possess basic piano skills and ability to sing on key/pitch.
- Experience participating in an ensemble; knowing the process of working in a group to organize, rehearse, and sound check.

Bonus

- Knowledge of community musicians as resources for the congregation

TERMS OF EMPLOYMENT:

- The Employee Policy Handbook contains detailed information on terms of employment. A Letter of Agreement (LOA) for the position will specify the work hours and the compensation for the position
- Final candidate will have a 90-day probationary period.
- Hire is contingent on a successful background check.
- Employment of all employees with the church is at will.

HOW TO APPLY:

Send your resume AND cover letter addressing the qualifications listed above to: fcbsearch2021@gmail.com. This position remains open until filled.