

Community Presbyterian Church Lombard, Illinois
Worship Coordinator
Job Description

Reports to: Pastor
Status: Part Time (10 or more hours a week)
Starting Salary: \$18,000
FLSA: Non-Exempt

JOB SUMMARY

Community Presbyterian Church is seeking a gifted and collaborative Worship Coordinator to lead our music ministries and support meaningful, Christ-centered worship. This role includes worship planning, piano accompaniment, directing ensembles and leading our worship team.

RESPONSIBILITIES

- Plan worship music weekly in collaboration with the Pastor
- Provide piano accompaniment and musical leadership for Sunday worship in both traditional and contemporary genres
- Plan and lead special music during the Easter and Advent seasons, including Christmas Eve Services
- Lead contemporary praise team rehearsals
- Recruit, mentor, and support vocalists and instrumentalists for traditional and contemporary worship services
- Oversee worship slides and coordinate with AV Coordinator
- Manage the music budget, music library and care of instruments
- Arrange substitute musicians and provide music for weddings/funerals when available
- Attend staff and relevant committee meetings

Estimated hours: Sunday mornings, Praise Team rehearsal during the week, periodic ensemble rehearsal depending on the season – 8-12 hours/week; salaried position

QUALIFICATIONS

- Mature Christian faith and appreciation for Presbyterian/Reformed worship
- Skilled pianist and vocalist capable of leading both traditional and contemporary worship music
- Experience in directing ensembles
- Have calling to music ministry and a love for working with people
- Knowledge of liturgy and worship leadership
- Ability to identify, recruit, equip, direct and motivate lay believers in a variety of music

CORE STRENGTHS

- Reliable and self-directed
- Creative and collaborative
- Strong attention to detail
- Flexible and resilient
- Effective time management

Compensation commensurate with experience level / Federal Holidays Observed

Background Check and Child Protection Policy Training Required

HOW TO APPLY:

Send Resume and cover letter to David Carlton, Interim Pastor via email:
(david.cpclombard@gmail.com)