

The Palisades Community Church
5200 Cathedral Ave NW
Washington, DC 20016
www.ThePalisadesCommunityChurch.org

posted April 29, 2021

WORSHIP COORDINATOR (part-time)

Overview of Position

This part-time position combines two roles: Church Musician and Communication Assistant. It requires musical, administrative, and communication skills. It offers the opportunity to work closely with a half-time Pastor and provide musical leadership to a small, engaged core of believers who are implementing a new way to be a faith community. The position is salaried and includes 4 weeks of vacation, to offset the reality that it will occupy your Sunday mornings.

Job Description

(The hours listed are an anticipated weekly average and total 12 hours.)

1. Plan special music for weekly worship services, being intentionally diverse in style (gospel, jazz, contemporary, traditional). May choose to perform special music (voice and/or instrumental solos) on some Sundays. May recruit other musical artists to perform on remaining Sundays (see #3). Pastor will select hymns, but may consult with you about choices. The goal is cohesion of worship theme and diversity of musical expression. (1.5 hrs)
2. Attend weekly worship services (which may be virtual) to lead music for hymns using both instrument and voice, and to ensure that special music runs smoothly. (1.5 hrs)
3. Recruit network of musical artists to lead and participate in weekly services as well as Special Musical Sundays (e.g. Christmas Eve, Ash Wednesday, Palm Sunday, Maundy Thursday, Easter, Pentecost, All Saints Day, PCC Anniversary Sunday). Maintain and update contact info list with available singers/musicians. (.5 hr)
4. Create and print the weekly worship guide and other print materials as needed for services. (2 hrs)
5. Create and send the two weekly email communications to members. (3 hrs)
6. Create graphics and images to be shared during worship. (1 hr)
7. Draft and update the church's social media and website in collaboration with the Pastor. (1.5 hrs)
8. Check the church's email inbox and forward or respond as appropriate. (.5 hr)
9. Attend to the upkeep of the musical and AV equipment belonging to PCC. Arrange for any needed repairs and/or tunings. (time varies)
10. Coordinate weddings and funerals with the Pastor and the Palisades Hub and all parties included (e.g. building needs, janitor, musicians). If requested, provide music for funerals and weddings for members of the church. (time varies)

11. Work alongside church volunteers to ensure all supplies needed for worship gatherings are present (candles, palms, flowers, etc.) (time varies)
12. Meet regularly with the Pastor for planning, visioning, and feedback. (.5 hr)

Time Expectation

- Be present on site for weekly Sunday gatherings and special services (e.g. Christmas and Holy Week).
- Paid Time Off: 1 week (including Sunday) every 3 months (4 weeks per year).
- Time required is anticipated to be 12 hours per week on average.

Supervision

The Worship Coordinator will report to and be supervised by the Pastor.

Job Requirements

- Proficient in at least one musical instrument including guitar or keyboard.
- Ability to lead/teach songs while playing a musical instrument.
- Excellent verbal and written communication skills.
- Proficiency in online platforms for song recording and worship recording as well as editing and formatting online content.
- Prior experience in church music leadership.
- Proficiency (or willingness to learn) in using Constant Contact mail platform, YouTube, Facebook, and Wordpress website tools.
- Flexible spirit to experiment and grow into new church model.

Salary

The Worship Coordinator will be paid an annual salary of \$12,000-\$15,000 a year, commensurate with experience.

To Apply

To apply, submit:

- Cover letter explaining why you're interested in, and qualified for, this position.
- Resume with two recent references.
- Links to recordings/videos that demonstrate your instrumental and vocal skills.

Please email the materials to paliscomch@verizon.net and note "Application" in subject line.

The application deadline is May 21, 2021.