



**JOB TITLE:** Music and Worship Arts Ministry Coordinator

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**Reports To:** Music and Worship Arts Ministry Director

**FLSA Status:** Exempt

**Prepared by:** Human Resources

**Date:** January 2019

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**SUMMARY:**

The Music and Worship Arts Ministry Coordinator provides administrative and programmatic support to the Music and Worship Arts Ministry at Alfred Street Baptist Church. The Music and Worship Arts Ministry manages eight choirs, two orchestras, hand bell ringers, as well as the Drama and Dance Ministries. This is a full-time, exempt position reporting to the Music and Worship Arts Ministry Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Music and Worship Arts Ministry Coordinator's principal responsibilities include but are not limited to the following:

- Assists in preparing, processes and monitors all funds requests, invoices, and other receipts for payments.
- Coordinates new or renewal annual services agreements for musicians; and submits all service agreements to the Church Administrator for final approval.
- Maintains Music and Worship Arts Ministry Library by cataloguing music using appropriate records management systems, purchasing appropriate sheet and other music media; and determining appropriate filing and retrieval processes.
- Works with Procurement to purchases music ministry supplies; and is knowledgeable about licensing and copyright requirements.
- Coordinates logistics and secures services to meet the administrative needs of each ensemble including local travel, travel with the Pastor, and receptions for choir anniversaries and special Fine Art events.
- Manages and coordinates the on-going design, measuring, ordering, delivery, distribution, and cleaning of vestments. Maintains inventory of garments.
- Supports the Director, contract musicians, and Music and Worship Arts Ministry team to provide information and assistance for events and rehearsals noted on the annual Music and Worship Arts comprehensive schedule.

- Keeps current record of all staff assignments and duty completions. Assists with planning, attends, and keeps records for regular Music and Worship Arts Ministry team meetings.
- Plans and/or assists with coordinating logistics, supplies, equipment, and guest participation for events such as ministry open houses and/or workshops, and special ministry interactive events including Drama and Dance Ministry productions, and the Christmas Concert.
- Notifies Music and Worship Arts Ministry members regarding funeral choirs.
- Receives, processes, and disseminates correspondence for the Music and Worship Arts Ministry including, composing and typing routine correspondence and reports
- Ability to compile and format printed concert programs
- Ability to speak effectively before large groups.
- Registers singers/instrumentalists and secures contact information for special choirs and ministry-wide events like Christmas Concert, special Women's Choirs etc. Manages attendance to track and monitor participation.
- Retain Music and Worship Arts printed or electronic programs of concerts and special events for archival purposes and historical records.
- Collaborates with Administrative Support on all copying, scanning, collating and binding of ministry-related documents including correspondence and printed materials. Maintains office equipment and supplies and coordinates equipment maintenance and repairs with the collaborative help of Procurement & Facilities and Maintenance.
- Performs other related duties as assigned.

#### **CORE COMPETENCIES AND JOB REQUIREMENTS:**

- Current participation in a church music ensemble, preferred
- Excellent customer service, interpersonal, verbal and written communication skills.
- Available evenings and weekends, as needed
- Proficiency in office technology including Microsoft Office – Word, Excel, Outlook, and PowerPoint.
- Proficiency using standard office equipment including computers, phones, copy and fax machines, shredder, binders, etc.
- Detail-oriented, with excellent multi-tasking, and time management skills.
- Ability to create positive working relationships with a diverse group of people and volunteers related to gender, ethnicity, age, sexual orientation, and culture, and skill level differences.
- Excellent self-starter with ability to use initiative and work well with minimum supervision.
- Ability to work in a team environment.
- Professional, courteous and friendly personality.
- Ability to meet deadlines and maintain confidentiality.

**EDUCATION, CERTIFICATIONS AND LICENSES:**

The Music and Worship Arts Ministry Coordinator position requires the following:

- College degree from an accredited education institution desirable, or three years' related musical administrative and/or program management experience and/or training; or equivalent combination of education and experience.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to handle, fingers to feel, and talk. The employee is frequently required to reach with hands and arms.

The employee occasionally may need to lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to above moderate.

Salary Grade: 05

**Equal Opportunity:**

Alfred Street Baptist Church is an Equal Opportunity Employer and does not discriminate due to age, sex, religion, race, color, national origin, disability, marital status, veteran status, or any other factor prohibited by law. Qualified candidates of all backgrounds are encouraged to apply.

**How to apply:** Please submit a resume and cover letter to, Human Resources, 325 South Patrick Street, Alexandria, Virginia 22314 or email [careers@alfredstreet.org](mailto:careers@alfredstreet.org)