

**MUSIC AND WORSHIP COORDINATOR**  
**Mount Vernon Presbyterian Church**  
**Alexandria, VA**

**2022**

**Supervisor:** Pastor

**Basic Function:** In coordination with the pastor, to coordinate the music and worship life of MVPC.

**Summary:** The position is a part-time (8-10 hours/week), salaried position (\$10-12K), and subject to the Personnel Policies of the MVPC. The position includes one Sunday off per month, and no additional benefits. A brief background check is required.

**Specific Responsibilities:**

- A. Music Responsibilities
  1. Schedule and rehearse all 'special music' for weekly worship gatherings.
  2. Recruit soloists and ensembles from inside and outside of the congregation.
  3. Create and rehearse a 'worship band' to lead worship at least twice each month.
  4. When possible, recruit and direct an adult choir.
  5. Work with the Director of Family Ministries in leading, rehearsing, and directing the children's choir.
  6. Coordinate the selection of music for prelude, postlude, and offertory as necessary, with the Pastor and Organist/ Accompanist.
- B. Worship Responsibilities
  1. Recruit, train and oversee volunteers recording the sermons to be posted on Facebook each week.
  2. Oversee the maintenance of the sound systems in the worship space and fellowship hall.
- C. Administrative Responsibilities
  1. Work closely and cooperatively with the pastor, the Organist/.Accompanist, and the Director of Family Ministries in the coordination of worship.
  2. Attend staff meetings when possible and all meetings of the Worship Ministry Team.
  3. In consultation with the Organist/Accompanist, recommend necessary maintenance for pianos.

3. Submit articles for church newsletter, as appropriate.
  4. Submit expenditures of music funds to the Church Treasurer as needed.
  5. Submit annual recommendations for music program items to the Worship Ministry Team Point Person for incorporation into budget recommendations for the coming year.
- D. Qualifications
1. A vibrant and growing relationship with God and a commitment to the way of Jesus Christ.
  2. An interest in a variety of musical styles, continuing to help the congregation beyond hymns and traditional Church music.
  3. A proven performance record that evidences effective interpersonal skill, organizational ability, and most importantly, creativity!

Interested applicants should send a cover letter and resume to Pastor Bob Melone at [bmelone61@gmail.com](mailto:bmelone61@gmail.com)