

Position Description: Celebrate Worship Coordinator
Our Savior's Lutheran Church (OSL), Sioux Falls, S. D.

Updated 7/2017

Employee Category IV, 15 hours/week

Primary function: With the Director of Worship, direct and provide leadership for the Celebrate Worship Team, and provide leadership in developing and coordinating Celebrate worship.

Required skills: Commitment to Jesus Christ and the Church; vocal and instrumental skills, ability to lead and direct others; broad knowledge of contemporary Christian music; knowledge and understanding of traditional worship in the Lutheran Church; knowledge of and creativity in developing "contemporary" worship forms; ability to work with others; ability to discover, nurture, inspire, and enlist the musical gifts of others.

Source of supervision: Director of Worship

Direction of other staff: Celebrate Worship Team

Work performed:

A. Coordinator of Celebrate Worship Team

1. Direct rehearsals each week in preparation for participation in worship including festival days, and direct the band before worship and during worship.
2. When necessary, meet with Celebrate Worship Team members outside of regular rehearsals.
3. Play and/or sing in the Celebrate Band to effectively lead and encourage congregational singing.
4. In consultation with the Director of Worship and pastoral staff, select music for use during worship and other events, considering appropriateness, ability to sing well, etc.
5. Secure proper permission to use and print music and lyrics in accordance with legal licensing and copyright procedures.
6. Maintain current song lists, music notes, and service orders in the Celebrate Worship file on the OSL Shared Drive.
7. Maintain the current music library and filing of music for the Celebrate Band in the Celebrate Worship file in the OSL Shared Drive.
8. Be responsible with the video/sound technician for storage and maintenance of musical equipment and instruments owned by OSL and used by Celebrate Worship Team.
9. In conjunction with the Director of Worship, actively recruit, audition, hire, and schedule musicians for the Band.
10. Regularly communicate and confer with the Director of Worship regarding the overall music program and worship life of the congregation.

B. Coordinator of Celebrate Worship

1. In concert with the Director of Worship, pastoral staff, and the Board of Worship and the Arts, provide vision and direction for the Celebrate worship services.
2. Work with the Director of Worship and pastors to plan and create Celebrate worship services each week.
3. Communicate regularly all worship notes with sound, television, and projection technicians.
4. Provide necessary information for worship bulletins to the OSL Communications Director at least 10 days in advance of services.
5. Be aware of new trends in contemporary worship and Christian contemporary music.
6. Attend weekly worship team meetings and occasional worship planning meetings.
7. Participate in the congregation's planning process as requested.
8. Perform other related duties as negotiated with the Director of Worship and/or Senior Pastor.