



Music Coordinator

Peace Church is seeking a part-time Music Coordinator to coordinate details within the music ministry of Peace Church.

Peace church loves the gospel, desires to be faithful to God's word, seeks to develop leaders, and is passionate about reaching families. Peace is a growing church located just south of Grand Rapids, Michigan in a rapidly growing area. Average Sunday worship attendance is around 1200.

For more information, see peacechurch.cc.

Please see job description below.

Please send cover letters, resumes and references to hr@peacechurch.cc.

Applications are being accepted now.

Part-time.

Pay commensurate upon training and experience.



MUSIC COORDINATOR

Function

To coordinate details within the music ministry at Peace Church for Sunday worship, special services (such as holidays, weddings, funerals, etc.).

Time Commitment

Part-time

Accountability

The Music Director reports to the Creative Arts Director.

Qualifications

- A person who is musically adept at vocal and instrument arrangement.
- A person who is proficient with Computer Software
- A person who is detail oriented.

Responsibilities

- Worship planning and administration for Sunday AM services.
- Worship planning and administration for non-Sunday Peace Church services and events (Thanksgiving Eve, Kid's Christmas Event, Christmas Eve, Good Friday, Ignition Conference, Connection Christmas, etc.)
- Organize Music resources to support worship leader team and band
- Recruiting, developing, scheduling, and care for volunteer musicians
- Service preparation and programming via software (Ableton, Pro Presenter, Planning Center Online)
- Coordinate other ministries singing in special services (Kids Praise, Friends at Peace, etc.)
- Coordinate music and worship for staff chapel and development
- Coordinate music for weddings and funerals
- Weekly meeting with direct report
- Utilize Peace-approved software task management

Professional Expectations

- Project a professional image through in-person, online, social media, and phone interactions
- Exhibits character that is consistent with serving at an evangelical Christian church
- Able to work effectively within the organizational structure of Peace Church
- Has organizational, planning, and developmental abilities
- Possess excellent and smart people skills in order to relate to a wide variety of volunteers and staff

Ministry and Programming

- Have a ministry mindset and an organic outreach heart, being fully integrated into the life of Peace Church
- Attend all staff chapels
- Seeks the numerical growth and spiritual development of all assigned areas of ministry responsibility

Confidentiality

Each staff person of Peace Church shall maintain and respect all privileged, personal, and confidential matters of which he/she may be aware or assigned