



# Flame of Faith United Methodist Church

West Fargo, ND

## Music Coordinator Job Description

### Primary Task

Partner with the Pastor in leading others in worshipping Christ through music

### Qualifications

A Christ follower that understands the mission field and has the ability to develop a music and arts ministry that engages persons who are called and gifted to serve in music and the arts. We support the idea that lesser churched persons and possibly even non-Christians might become a part of the music ministry as an entry point in the life of the church; but that persons who are coming to terms with Christianity might not move into leadership positions immediately. It is the discernment of the leader to know the difference and work to grow persons involved in the music ministry in their own discipleship of Christ. This is an established choir with a joy for singing. This is an hourly position.

### Primary Responsibilities

- Assist in planning music and leading worship services
- Work with the Pastor to select music that compliments the worship themes
- Work with the Pastor on choir schedule and special services schedule
- Serve as music leader during worship services
- Select, play and/or record music for Wednesday worship services
- Recruit and organize singers; conduct rehearsals
- Direct choir during worship when the choir sings
- Coordinate with the accompanist for Sunday services
- Communicate with the Pastor and arrange for substitute when absent
- Help maintain music library
- Flame Kids music leadership (possibly, as requested)
- Other duties as assigned

### Supervision

Reports to and supervised by the Pastor with general oversight by the Staff Parish Relations Committee (SPRC)

### Work Schedule

- 8 hours per pay period (bi-weekly) maximum with less some weeks and during the summer
- Choir does not sing every Sunday but generally once a month between Labor Day and Memorial Day
- Must be present for special services (Christmas Eve, Palm Sunday and/or Easter)

### Compensation

Current hourly wage is \$18.00/hour

3.15.2025