

Position Description

Position Title: Contemporary Music Coordinator

Purpose: To provide a ministry of music that glorifies God and elevates Christ. Bringing the congregation into meaningful worship through music.

Reporting Relationships: This Director position reports to the Senior Pastor and is also responsible to the chair of the Worship Committee of Session.

Principal Responsibilities

1. Coordinate and/or lead the Worship Band. Secure musicians (instrumentalists and vocalists) for the contemporary music components of all church services and events. In addition to regular Sunday morning services, this may include special services, concerts and other events.
2. Recruit and mentor volunteer musicians and vocalists, this is a large component of this position.
3. Serve as music staff representative on the Worship Committee of Session.
4. In coordination with music staff and pastoral staff, plan the contemporary music components of all Sunday and special services (Easter, Christmas, Lent, Memorial Services, etc.).
 - a. Regularly communicate with Worship Band and Worship Technology Coordinator regarding music plans / needs for Sunday services and special services.
 - b. Coordinate and schedule musicians (either contemporary or traditional) to provide offertories and other special music for worship services and other services.
 - c. Ensure that all who provide special music are prepared and have any necessary accompaniment.
5. Arrange for a substitute in the event of absence from a service.
6. Evaluate, propose, and then coordinate any outside musical groups once approved by the Worship Committee for participation in NPC services.
7. Seek Session approval for any special musical events related to the Music program.
8. Recommend to the chair of the Worship Committee the annual financial plan for the music ministry and to manage within the budget once approved by the Session.
9. Schedule needed maintenance and/or repairs to all NPC musical instruments.
10. Maintain and recommend needed changes to all Music Ministry property.
11. File the necessary reports attendant to the Music Ministry, e.g., CCLI and NPC's Annual Report.

Education, Experience & Skills Required

Experience leading worship. Ability to lead singing and possibly playing an instrument that accompanies contemporary worship music is strongly desired. Strong organizational and leadership skills are strongly preferred. The incumbent should also have experience working in a team-oriented structure/environment and be a good team player. S/he must be a good communicator and be an effective organizer.

Working Conditions

The Director will conduct most of her/his activity on-site at NPC. However, s/he will have the freedom to carry out her/his responsibilities wherever she/he deems most conducive to their accomplishment.

Personal Prerequisites:

The Director will be a committed Christian who knows the Lord Jesus Christ as her/his personal Lord and Savior. S/he must have a high view of the church as Christ's body and so hold the people of God in her/his heart. S/he must have a "servant's" heart with the patience and the perseverance necessary to lead and encourage lay men/women to exercise their natural gifts. S/he must agree to the NPC Core Values as well as the ECO Essential Tenets.

EMPLOYMENT STATUS

Part-time; Exempt

December 2025