

## **Worship Music Coordinator/Technical Producer**

### **Accountable to**

Worship & Program Integrator

### **Job Type**

Non-exempt, Part-time (30 hours/week)

### **Overview**

The **Worship Music Coordinator/Technical Producer** position is vital to the ongoing success of Crossroads' ability to live into our vision to focus on families, serve our community, and extend an unlimited welcome to all. This position is vital to leading and developing Crossroads as a strong and diverse worshipping community that includes and involves persons of all ages. This includes working with students and children as needed. The **Worship Music Coordinator/Technical Producer** is responsible for recruiting and building strong relationships with volunteer team members.

### **Responsibilities and Duties**

- Along with the Worship & Program Integrator, provide spiritual support and leadership within the music worship ministry.
- Meet regularly with the Worship Staff to plan music and technical aspects of all services and Crossroads events.
- Participate in the ongoing creative work of designing all aspects of worship, to include working with the Worship & Program Integrator to select, plan, prepare, coordinate and arrange music for all Crossroads worship gatherings.
- Work with the Worship & Program Integrator and Children's Ministry leaders to incorporate children and students into the worship music ministry of Crossroads.
- Create weekly program/message graphics, to include creating and/or editing videos for use as sermon illustrations, worship enhancement or church announcements.
- Recruit and develop new teams/choirs/vocal or instrumental groups as needed.
- Recruit, train, nurture and develop volunteers to manage technical needs as needed.
- Schedule and coordinate weekly participation of all musicians both vocal and instrumental.
- Maintain all AV equipment including organization of storage space and inventory of items owned by Crossroads.
- Plan and lead implementation of all A/V upgrades for all systems in conjunction with other A/V team members.
- Manage updates to video recording and audio/media projection to be used in sanctuary and throughout the church building.
- Develop and implement procedures and processes for the Technical ministries. This includes set up and tear down of equipment for all worship services, rehearsals and special events.
- Coordinate AV personnel and set up needs for weekly rehearsals, weekend services and special events. Emphasis on building, training and managing teams of people to accomplish these tasks.
- Provide structured leadership at rehearsals when needed.
- Maintain, record, music library, and copyrights for the worship ministry.

## **Qualifications**

### **Education/Experience:**

- Three plus years of experience leading successful instrumental and vocal teams in both contemporary and more traditional worship settings.
- Professional level keyboard player (preferred) and/or guitarist with training and experience in leading both vocal and instrumental music.
- Experience and proficiency in composition, arranging and musical notation in order to create charts and other music scores for the teams.
- Ability to create programs in Media Shout or Pro Presenter for worship services and other events.
- Experience or ability to program lighting cues for weekly services. Basic knowledge of lighting design and application.
- Live audio mixing experience and skills.

### **Key Competencies:**

- Affirm and align with the Crossroads UMC mission, vision with authenticity and integrity.
- Ability to envision, produce and direct special events, concerts and other programs/events as needed.
- Ability to lead authentic, heartfelt worship experiences with professional stage presence and demeanor as well as technical skill and confidence.
- Individual must be creative and demonstrate excellent musicianship and professionalism. Competencies required across a variety of musical styles including but not limited to contemporary, gospel, classical and traditional music.
- Possess ability and willingness to work with a wide variety of people, and across all ages.
- Ability to inspire, organize, coordinate and motivate musicians with an ongoing positive attitude, grace, humility and sense of joy.
- A strong team player willing to collaborate with other staff members, teams and the people of the larger Crossroads community.
- Strong interpersonal skills to be able to recruit and lead teams of volunteers and work with Crossroads Staff.

Crossroads is an equal opportunity employer. All are welcome and encouraged to apply regardless of race, sexual orientation, gender identity or political views.