

## **Hamilton Reformed Church**

### **Worship & Music Coordinator**

Part-Time

All duties and responsibilities of the Hamilton Reformed Church staff shall be performed in the spirit of and guided by the principles of the Lord's command to:

- Love the Lord your God with all your heart, with all your soul, with your entire mind, and with all your strength....and
- Love your neighbor as yourself.

#### **Purpose:**

This employee of HRC shall agree with and maintain a lifestyle that is consistent with HRC's statement of belief. The *Worship & Music Coordinator* shall be responsible to develop, coordinate, and evaluate congregational worship in consultation and coordination with the *Lead Pastor*.

#### **Accountability:**

The *Worship & Music Coordinator* shall be accountable to the *Lead Pastor*. In the *Lead Pastor's* absence, oversight will be provided by the *Executive Committee* or its designee.

#### **Responsibilities:**

The *Worship & Music Coordinator* shall seek to enhance worship through research, development, solicitation and implementation of various worship ideas and programs.

- Recruit, organize, supervise and schedule church choirs, praise teams, vocalists and instrumentalists.
- Provide support to church choirs, praise teams, vocalists and instrumentalists by assisting and/or providing music with appropriate lead time (recommend 2 weeks) prior to scheduled church service.
- Selection of worship music.
- Coordinate with staff, audio/visual team, and church decorators.
- Identify, encourage, and utilize congregation's gifts.
- Facilitate preparation of Sunday morning service in PowerPoint or related technology.
- Participate in the weekly (presently twice a month) staff meetings.
- Coordinate weekly with the *Lead Pastor* to plan, prepare, and review worship services.

#### **Hours:**

The contract calls for 10-15 hours per week.

#### **Evaluation:**

An annual performance review will be conducted by the *Personnel Committee* with input from the congregation and the *Lead Pastor*. The *Personnel Committee* will review annually the compensation package and make recommendations to the consistory.

August 20, 2025

*Part-Time Worship & Music Coordinator  
Addendum*

**Worship and Music Coordinator Expectations:**

- Proficient to lead in at least one instrument
- Create the Music Schedule
  - Praise Teams
  - Organist/Pianist
  - Instruments
- Meet with Lead Pastor weekly or as agreed.
- Music
  - Coordinate music with the Message/Scripture/Series.
  - Take into consideration who is singing and playing.
  - Pick out songs for special services that align with message/Scripture in coordination with Lead Pastor.
- Instrumental music, make copies of the specific keys for each instrument.
- Create the PowerPoint (or related technology) for the AM service. Install on the sanctuary computer.
- Water the piano weekly.
- Schedule piano and organ tune ups.
- Attend staff meetings.

**Sunday Mornings:**

- Practice with the Praise Teams and pianist/organist at 8:30 AM each week.
- Go through the service to make sure everybody is on the same page.
- Communicate with the PP person/Sound/Camera if there was anything special needed for the service.
- If there is a Guest Pastor, greet them, take them to the sound booth for their mike, show them where the Elders would meet for prayer and go through the service with them and answer any questions they may have.

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- Make sure the yearly bill gets paid.
- Every 2 ½ years, reporting every song played and sung for 6 months needs to be done. An email and letter is sent warning you that your time is coming.
- Communicate with our pianist/organist of what information is needed from them.

Prior to a vacation, get everything ready and prepared for the Sunday's that will be missed.