Pointe of Grace Lutheran Church
Mukilteo, WA

Coordinator of Music Ministry Job Description - November 2026

Our Mission: Grounded, Growing, and Giving in God's Grace.

POSITION DESCRIPTION

The Coordinator of Music Ministry position is a part-time salaried position, average of 10 hours per week. The following musical, technological, and coordination skills are required.

- Able to lead singing in worship
- Advanced keyboard/piano skills are preferred; guitar is also considered
- Able to improvise from a lead sheet or score and sight read
- Knowledge and access to a variety of music resources
- Able to develop new worship experiences
- Able to use technology to support worship needs (for example: AV systems, slides, sound board, prerecorded music)
- Ability to work with others to draw in musical talent and attract participants to the congregation's musical program.

RESPONSIBILITIES INCLUDE

I. MUSIC LEADER

- Provide professional musical leadership for the worship services
- Provide or coordinate instrumental accompaniment for the Sunday worship service and other services during particular liturgical seasons (including, but not limited to, Advent, Lent and Holy Week). Advance notice will be given for additional special services due to ministry needs (i.e. funerals, etc.).
- Schedule and conduct all necessary rehearsals with volunteer musicians and musical ensembles. Provide avenues for, and seek out and encourage, people who are interested in participating musically.
- Maintain avenues of communications and supervise volunteer music leaders.

II. WORSHIP PLANNING

- Plan the yearly worship calendar with the Worship Planning Team and Pastor.
- Coordinate weekly worship including music selection, worship slides and musicians for worship as needed.
- Schedule, train and direct singers to lead congregational singing. Encourage, recruit, train, and coordinate volunteers to assist in the music ministry, i.e.: minimum of once a

month guest performance.
- Provide music selections for worship to the Office Administrator 30 days ahead.
- Provide and/or coordinate for musical participation by the CYM program as needed and requested by the Coordinator of CYM program.
- Suggest worship planning materials (liturgy format, etc) to the Worship Planning Team one liturgical season ahead.

III. BUDGET PREPARATIONS
- Develop the budget request for worship and music to be sent to the appropriate party for inclusion in the annual budget process.

IV. GOALS AND STANDARDS:
- Passion to develop rich and vibrant worship experiences through music from a variety of styles and eras.
- Set high standards through appropriate musical choices and professional preparation for every worship service.
- Be responsive to the evolving needs of worshippers and the congregation's vision and mission.
- Be responsive to the ways worshippers engage and find meaning today, supporting the congregational vision.
- Be responsive to the spiritual needs and worship practice of today's congregation.
- Select, purchase, and maintain a music library as needed, based on the collective decisions of the worship planning team; communicate with the administrator regarding all licensing needs.
- Coordinate for substitute musician(s) as necessary in his/her absence.
- Engage in Continuing Education for ongoing professional development.

V. PROFESSIONAL EXPECTATIONS:
- The successful employee will demonstrate a professional attitude in all situations and will operate with cultural sensitivity, inclusion, and compassion.
- The employee will demonstrate strong interpersonal and communication skills, work collaboratively as part of a team and use effective strategies to resolve issues with professionalism and care.
- The employee will meet all expected deadlines.

VI. DUTIES AS PART OF STAFF:
- Attend and participate in Worship Planning Team meetings to ensure collaborative scheduling and preparation.
- Be aware of the music/worship goals of the congregation and build a cooperative working relationship with other music and worship leaders and volunteers.
- With the other musicians, the Pastor, and the Worship Planning Team, assist in developing and equipping leadership in the congregation's music ministry team.

VII. REPORTING RELATIONSHIP

- This position reports directly to the Pastor of Pointe of Grace Lutheran Church. Annual performance reviews are conducted by the Pastor, and then shared with the Personnel Committee.
- Each employee is responsible for submitting monthly written progress reports based upon their job description to the Church Council.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position; additional duties may be required.