

**BETHLEHEM LUTHERAN CHURCH**  
**Coordinator of Contemporary Worship**

**Summary**

Coordinate and lead Wednesday evening worship services as well as other services as needed.

**Essential Functions:**

- **Collaboratively plan worship services** with pastors, Director of Worship & Music, and others including music and other creative elements, working within deadlines.
- **Prepare materials** for worship leaders, including music, charts, bulletins, and PowerPoint (in collaboration with administrative staff)
- **Cultivate leaders** and musical leadership team, including leading rehearsals, build community among band, assess musical abilities and cultivate musician's skills.
- **Lead worship** by welcoming & inviting participants into worship to connect with God & one another to nurture Christian faith of participants.
- **Tend** to instruments, musical equipment, gear, sound board, and worship spaces.

**Core Competencies:**

- **Graceful Public Leadership:** Comfortable in front of people with a spirit of hospitality, ability to gracefully lead others in worship, set the groove and start the songs, read congregation and flow of worship service and adjust to gracefully lead the "dance of worship."
- **Musical Leadership:** competent musician (instrumental and / or vocal), ability to work with Sound Techs for a good mix & balance in worship spaces
- **Computer & technology:** competent with PowerPoint, Word, sound board etc.
- **Understanding of context:** demonstrates an appreciation for Lutheran worship heritage as well as contemporary worship in order to discern appropriate music for Bethlehem, including arranging, transposing music so that congregation can participate.
- **Rooted in Mission:** Demonstrates personal rootedness in God's graceful mission and professional support of the mission, vision, and values of Bethlehem Lutheran Church. and ability to communicate these to others.
- **Team Building:** Gathers people into teams and builds them both personally and interpersonally. Works with leaders to assess and cultivate health of groups. Recognizes dysfunctional team behavior and redirects it into healthy behavior. Clarifies and communicates vision, direction and goals for the team. Supports the ministry of other teams thus avoiding "silo mentality."

Reports to: Director of Worship & Music

Directly Supervises: band members

Status: Part time

FLSA: Exempt