

Position Description and Person Specification

TITLE OF POSITION:	Music Ministry Coordinator
LOCATION:	Burnside City Uniting Church
APPOINTED BY:	Burnside City Uniting Church
RESPONSIBLE TO:	Chairperson of Church Council or their delegate
TYPE OF APPOINTMENT:	Fixed term 2 years, Part time 11.25 hrs per week (0.3FTE)
INDUSTRIAL INSTRUMENT:	Miscellaneous Award 2020
CLASSIFICATION:	Level 4

1. Summary of the broad purpose of the position in relation to the Church's goals

Burnside City Uniting Church ("BCUC") seeks to be 'raising children of God' with worship that is: Passionately Trinitarian, Joyfully Vibrant, Humbly Giving God the Best and Creatively Encouraging faith at every age & stage. We aim to be a leading intercultural and intergenerational church that disciples people into a greater love and loving obedience to Jesus. We seek to raise children of God such that the people of BCUC reflect the community of Burnside and beyond.

We believe music is a vital ministry of the church that enables God's people to worship Him, encourages discipleship, and strengthens our life together. Music at BCUC is understood as one important element within the whole worship service, encouraging the participation of the entire congregation rather than the performance of a few.

The primary aim of this position is to support, coordinate, and further develop the music ministries of BCUC, fostering unity across the music ministries while equipping people of all ages to discover, develop, and use their musical gifts in the worship of God. This ministry is expressed primarily through Sunday worship services (currently 10 am, both in-person and livestreamed).

2. Reporting and working relationships

The Music Ministry Coordinator is responsible to the Minister in Placement of BCUC. The Music Ministry Coordinator's primary responsibility is to Burnside City Uniting Church but may also undertake related tasks, as required.

3. Statement of key outcomes and associated activities

- Lead and coordinate the existing music ministries of BCUC in such a way that they flourish in living out the values and mission of BCUC. This is currently a combination of a choir and bands.
- Have spiritual oversight of the existing music ministry volunteers, encouraging their growth in the vision and values of BCUC.
- Work collaboratively with the Minister, Worship Planning Team and existing music teams in planning music for worship services, recognising that music is one important, integrated element within the worship service.
- Encourage joyful congregational participation in worship through thoughtful music selection and leadership.
- Foster greater connection, communication and shared vision between the Choir and current band while supporting the unique contribution of each ministry and seeking to develop additional music worship teams.
- Coordinate and support accompanists, singers, instrumentalists, and worship leaders. Initially, this role is anticipated to provide musical leadership in weekly worship services by playing a lead instrument (most likely piano or keyboard), while mentoring, training, and equipping others to increasingly share this responsibility.
- Develop pathways for emerging musicians and singers within the life of the church.
- Collaborate with the Associate Pastor (Families and Children) to encourage youth and children's involvement in music ministry.
- Oversee music administration including Proclaim presentations, song databases, music scheduling and copyright compliance.
- Be an integrated and key part of the ministry staff team at BCUC with an emphasis on worship, discipleship and encouraging participation in congregational life.
- Assist with other ministry responsibilities as reasonably requested by the Minister and appropriate to the role.

PERSON SPECIFICATION

Personal aptitudes

The Music Ministry Coordinator will be a person who exhibits the following characteristics:

1. A mature Christian who is deeply committed to Jesus Christ, open to the power and direction of the Holy Spirit, whose life is characterised by the fruit of the Spirit (Galatians 5:22-23). Characteristics include humility, servant leadership and a desire to keep growing in their faith and ministry abilities while growing those around them.
 2. A commitment to the Uniting Church ethos and the mission and values of BCUC. (The four values are prayerful listening, learning love, encouraging friendship and spreading joy).
 3. A love and experience of worship ministry within the local church that can be both inter-generational and inter-cultural.
 4. Good communication and mature interpersonal skills.
 5. An ability to encourage, support and develop volunteer music teams.
 6. An ability to encourage congregational worship through music.
 7. An aptitude for administration.
 8. Actively involved in the life of a mainstream Christian congregation and/or faith community.
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Personal abilities, skills

Essential

- An ability to work under the leadership of the Minister and cooperatively with other staff members and volunteers in a team ministry.
- A Christian worshipper with a heart for ministry who will lead our music team and our worship with passion
- Ability to facilitate connection, communication, coordination and unity across music teams
- An understanding of and passion for worship music, supporting both contemporary and traditional expressions of congregational worship.
- Competency in piano or keyboard accompaniment sufficient to lead congregational worship, accompany a choir and play within a band.

- Experience working with volunteer musicians and singers.
- An ability to encourage, train and equip new or inexperienced musicians from within a congregation.
- Skills in organisation and planning.

Desirable

- Relevant tertiary education in music and worship.
- Proficiency with at least one additional instrument.
- Ability to arrange music and introduce appropriate new music for congregational worship.
- Willingness to play the electronic organ.

Experience

Essential

- leading music for congregational worship.
- working effectively with volunteer teams.

Desirable

- Choir leadership and/or accompaniment.
- Developing/mentoring new or inexperienced musicians.
- Working in an intercultural congregation.
- Operating presentation software (such as Proclaim).

Conditions

- *The successful applicant will be required to have current Department of Human Services screening clearances, relevant to this position, prior to commencement of employment and at all times during employment. Appropriate tools of trade including office space, reimbursement of ministry-related expenses and access to required software will be provided.*