



Our Vision: “Make disciples for Jesus Christ, transform the community and world.”

Our Mission: “In obedience to Matthew 25, Trinity’s mission is to challenge both ourselves and our communities to share the Good News of the Kingdom of God through acts of mercy and justice, compassion and love, piety and intentional faith development.

Job Title:	Coordinator of Music and Arts	Accountability:	Supervision-Senior Pastor Annual Performance Review- Senior Pastor
Level/Salary Range:	\$3,000.00 to start	Position Type:	5 hours per week
Job Description			
<p>GENERAL PURPOSE OF POSITION: To work in concert with the senior pastor and staff in order to “Make disciples for Jesus Christ, transform the community and world.”</p> <p>ROLE AND RESPONSIBILITIES</p> <p>Job Description: The Coordinator of Music and the Arts shall be a person with a mature Christian faith who is committed to Christ and who will coordinate the schedule of the ministry of music and arts at Trinity Church.</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Communicate, and cooperate with all choir directors and the accompanist of Trinity Church. 2. Arrange for appropriate and adequate music and arts for the worship services throughout the year. 3. Prepare and oversee the music budget. 4. Submit an annual music and arts budget request to the Finance Ministry Team. 5. Coordinate music and arts purchases in consultation with the choir directors and accompanist. 6. Arrange for any special music and arts activities, programs and concerts at Trinity Church. 7. Prepare appropriate publicity and information for the monthly and weekly <i>Cloverleaf</i> (church-wide newsletter), the church web page, and other media outlets as necessary. 8. Oversee the maintenance and/or repair of the musical instruments of the church in consultation with the organist and other instrumentalists. <p>Additional responsibilities:</p> <ol style="list-style-type: none"> 1. Schedule and facilitate Music Department meetings every six months or as needed. 2. Work in collaboration with the Altar Guild. <p>Supervision:</p> <ul style="list-style-type: none"> • Supervised by the Senior Pastor. <p>Qualities preferred:</p> <ol style="list-style-type: none"> 1. Administrative, communication and organizational skills. 2. An appreciation of and demonstrated involvement in the field of music and arts. <p>Required qualifications: None</p>			

For information or to apply contact:

Trinity UMC at 301-662-2895; E-Mail: tumc@trinityfrederick.org

Address: 703 West Patrick St., Frederick, MD 21701

Web: <http://www.trinityfrederick.org/>

To apply send professional résumé and Cover letter to seniorpastor@trinityfrederick.org

ADDITIONAL NOTES

Reviewed By:	Shannon Sullivan, Senior Pastor	Date:	
Approved By:	Staff Parish Relations Committee	Date:	Click here to enter a date.
Last Updated By:		Date/Time:	