

JOB DESCRIPTION

Music Coordinator

Purpose

To continue a high standard of musicality at Heart Church by supporting the Worship Pastor in equipping and growing team members, overseeing and managing all worship team equipment and producing music to support the vision of a Sunday or Ministry service.

Key Task and Responsibility

General Responsibilities

1. Oversee the technical development of musicians in the worship team. Providing timely and accurate feedback to team members to ensure a high technical standard for all services. Working with the production department to ensure this standard is maintained.
2. Contribute to training events to help with musicians' development technically, and regarding the equipment we use.
3. When required, lead prayer at team meetings or on a one-to-one basis with individual team members to support and encourage them.
4. Organise the maintenance and development of worship team equipment working with the Worship Pastor to keep a high sonic standard.
5. Oversee the research and purchasing of new equipment for the worship department.
6. Oversee the musical directors of the worship team in providing leadership in the musicality for Sundays, Ministries and all church events.
7. Support the Worship Pastor in outworking their vision for the team, providing support at team nights and helping to build community.
8. Communicate with Worship Leaders mid-week and provide support from a musical perspective. Update Planning Centre consistently to equip and inform team members of the Sunday setlist.
9. Maintain the Planning Centre musical database.
10. Oversee the worship team set up and set down processes at rehearsals and services, to ensure an excellent standard.
11. Be prepared to bring a devotional thought during an event or team meeting.
12. Provide support to all ministries to ensure a high standard of musicality in all ministry events.

13. Oversee the mixing and editing of audio for church Media. This includes weekly podcasts of the Sunday messages, recording Voice Overs, and working with the media to mix content where appropriate.
14. Manage the current database of stem tracks, acquiring (either by producing or purchasing) tracks for new songs where appropriate. Ensure that a master stem session is in use across each ministry department to equip teams to have reliable and up-to-date stem tracks in services.
15. Support the songwriting and production of in-house music where appropriate. This includes, but is not limited to, new worship songs, backing music for media content, remixes, or production of tracks across main worship team and ministry worship teams.
16. Work as part of the wider creative team in helping to plan and develop musical performances and worship for special events at church.
17. Occasionally support midweek evening and weekend one off events with audio
18. Work as part of the Heart Church staff team and assist with other activities as required.

Reporting Line

Worship and Production Manager

September 2024