

# Job Posting, Worship Music Coordinator and Administrator

Millwoods Evangelical Free Church  
Edmonton, Alberta, Canada

## General Description

We are a church that loves God and is looking for a passionate, prayerful person to use their musical gifts and organizational strengths to serve part-time (18-20 hours) as Worship Music Coordinator and Administrator. The ideal candidate will have experience leading worship services, playing instruments while singing and is willing to put strong administrative skills to use in various ways to serve God. Your love for Jesus is evident in your life and you are growing in your faith. We want you to participate in life alongside our strong interconnected fellowship at MEFC, which you can learn about at [www.mefc.ca](http://www.mefc.ca).

## Primary Responsibilities

- Reporting to the Lead Pastor (in harmony with the Board of Elders), prayerfully, you will be responsible for leading, coordinating, and continually developing the Worship Music & Tech (in house A/V, YouTube Live) aspects of the Sunday service, with an expectation to lead worship or participate on a worship team the majority of Sundays.
- In conjunction with committee heads, manage and coordinate scheduling with relevant areas of the Sunday morning service (e.g. Children's ministry, Greeters, Ushers, Music Teams, Tech Teams).
- Manage church clerical work, with weekly office hours, including answering or directing communications (phone, email, mail), simple website updates (WordPress), compiling and printing the weekly bulletin, maintaining church records, and putting out important church communications (typically via email or phone).
- Provide creative input to annual special services (e.g. Palm Sunday, Easter, Christmas) and the general decor of the sanctuary. Provide light tidying to upkeep the church aesthetic.
- Other duties negotiated with the Lead Pastor and Elders as time and gifting allow.

## Qualifications

- Will competently and passionately play instrument(s) and sing to lead God's people in worship, experience in mentoring and growing other musicians, with discernment for the worship needs of the congregation and sensitivity to what worship is (and what it is not).
- A committed growing Christian, a follower of Jesus who models a Christian lifestyle, who will be actively involved in church life with us at MEFC.
- Highly organized and administrative, competence with office management and associated technological skills (e.g. Google Workspace, Word, etc.). Familiarity with sound booth technology is an asset.
- Positive and affirming of leadership and volunteers, communicative and able to direct and manage teams. Works well both in groups and independently, receptive to direction and feedback, and leading and mentoring others where called to.
- Able to sign Evangelical Free Church of Canada (EFCC) Our Character and Calling, EFCC Statement of Faith, EFCC Covenant of Personal and Professional Ethics, which all of our staff agree to.