

**Church of the Cross**

1750 Eastgate Road  
Toledo, OH 43614

419.382.6722

**POSITION DESCRIPTION:** Keyboard Musician/Instrumentalist (Non-Exempt ~ approximately 10 hours/week)

**POSITION GOAL:** Perform a variety of music for church services and events (contemporary, blended and traditional worship styles.) Provide a worshipful experience for attendees, visitors, and staff. The Musical Staff for Church of the Cross is responsible for maintaining a worship atmosphere in a manner which ensures that the mission of the church of making disciples of Jesus Christ for the transformation of the world is most effectively achieved and resourced.

**MINIMUM POSITION REQUIREMENTS:**

*Alternates to the following position requirements may be made as COTC finds appropriate and acceptable.*

Education: College degree in musical performance, composition, music education or church music.

Experience: Minimum 3 years on a church worship team or musical accompaniment. Experience in selecting and performing a diverse array of styles of worship. Experience in accompanying a Choir and a blended/traditional service is a must. Experience in accompanying a Praise Team or Worship Band is helpful. Ability to coordinate schedules of volunteers. Moderate experience with piano and electronic keyboard are required. Experience on the organ is helpful.

**WORK SCHEDULE:** Sundays and mid-week practice, will include evenings, weekends and holidays.

**EXPECTATIONS:**

- Seek to live out and uphold the core values of Church of the Cross UMC.
- Coordinate with Pastor in designing an engaging, energetic worship experience.
- Demonstrate an outgoing, energetic, positive and enthusiastic personality.
- Desire to continue to grow and expand our current worship team.
- Exhibit strong interpersonal skills with the ability to relate to all age groups.
- Demonstrate verbal and written communication skills.

- Desire to train and empower others to serve.
- Participate in staff meetings and team meetings.
- Acknowledge and insure adherence to the policies and procedures of the Church of the Cross United Methodist Church Employee Handbook.

#### **DUTIES AND RESPONSIBILITIES:**

- Provide music for Sunday morning service(s) and special worship services as directed by the Pastor.
- Select music for and accompany musicians in weekly rehearsals and in worship.
- Contribute strong instrumental support to the worship service(s) and provide good flow between elements of the service.
- Coordinate the musical gifts and talents of volunteers with Praise Band, Choir, Bell Choir.
- Work as a part of the Worship Arts Team working alongside the ministers, volunteers, and other staff providing support as requested.
- Coordinate rehearsal and practice schedules with administrative assistant.
- Provide music for a variety of church events as requested including weddings, funerals and special events.
- Lead necessary set up and take down for worship and rehearsals.
- Secure printed music as needed within budgeted guidelines.
- Secure necessary legal permissions and licenses for all music presented.
- Provide information for Sunday bulletin by Monday morning for the upcoming Sunday.
- Assist in reporting worship music to CCLI on a regular basis.
- Be responsible for keeping the Pastor informed on technical issues, repairs needed, upgrades relating to Audio, Lighting, Screens and Projectors in the Worship Center.
- Any other responsibilities and duties assigned by the Pastor in relation to worship services or activities

#### **BEHAVIORAL CHARACTERISTICS:**

- Commitment to fulfilling work responsibilities in a reliable and timely manner.
- Willingness to learn and put to use new skills and knowledge.
- Dependable with a high degree of integrity.
- Able to work effectively with minimal supervision.

- Commitment to providing excellent congregational care.
- Ability to be flexible in operations, adjusting to changing conditions and solving problems.
- Demonstrates appropriate level of responsibility for safe use of equipment; avoids damage or loss of resources through negligence or recklessness.

**REPORTS TO: Pastor**

**DIRECT REPORTS: Volunteers**

The job description is subject to review and change. This position is considered probationary for 90 days after which the position may be terminated by either party upon providing a two week notice in writing of the desire to terminate service.