

MUSIC MINISTRY ASSISTANT

1. Must be able to read music.
2. Pull music each week for piano, organ and other instruments (working with orchestra librarians for the pulling of orchestra, but printing off all new music each week for them) for each Sunday service and any other special services or concerts that occur. This includes running new copies of new songs and sometimes changing the keys for all instruments via Finale music software program.
3. Responsible for keeping music that is used each week filed. Working with volunteers to help keep music for choir folders pulled and then put away each week.
4. Prepare worship slides on ProPresenter for each Sunday sanctuary worship service and any other special services or concerts.
5. Order new music for choir, ensembles, and orchestra, assign numbers, stamp, and file in the music and orchestra libraries. Maintain the music library on computer (and shelves and files) which includes all choral and orchestra music.
6. Prepare music suite each week for rehearsal by pulling proper music to be placed out on the counter, and then put back afterwards.
7. Keep up with choir attendance with choir check-in system.
8. Prepare "Music Note" newsletter for the choir each week, and email it out to absentees.
9. Mail and email communication to choir as Music Pastor requests.
10. Place dates on Shelby regarding extra rehearsals and events to do with music ministry.
11. Act as liaison to orchestra – particularly the volunteer librarians and any needs the Orchestra associate has.
12. Coordinate all piano tunings and repair. On occasion, handbell and orchestra instruments as well.
13. Keep up with itunes library in regard to new music that is requested to be sent via mp3/email to ensemble, choir or orchestra members. Also, keep our CD library maintained and organized.
14. Work with special guest artists to make sure they have a space in the atrium for product sales.
15. On years we have ticket sales for concert events, (Christmas and other occasions), coordinating those sales and staffing.

16. Coordinate with maintenance any time the Handbell Choir plays for the moving of tables and bells from bell room to sanctuary.
17. Work with choir officers to be liaison to Music Pastor about various issues with the choir – robe issues, concert attire, door prizes for choir rehearsal, after choir fellowships, seating issues, etc.
18. Perform any other duties as assigned!