



# Job Posting

Position	Department	Reports to	FTE	FLSA Class
Coordinator of Chapel Band	Student Affairs	Dean, Chapel and Community Life	.25	Non-Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

**Scope of Responsibilities:** The responsibilities of the Coordinator of Chapel Band are to provide leadership and oversight in a professional and Christ-like manner to the student chapel band, in order to effectively facilitate Christ-centered worship during chapel services and other chapel-related programming.

## General Responsibilities:

- A. Manage the rehearsal and rotation schedule for the student chapel band to ensure consistent preparation for chapel services.
- B. Provide direction to student band coordinators in selecting Christ-centered and theologically accurate worship songs for chapel services.
- C. Lead the audition and selection process for student chapel band.
- D. Assist in hiring new student band coordinators (when needed) and provide training, mentorship, and discipleship throughout the academic year.
- E. Work closely with the Dean, Coordinator of Chapel, and the Coordinator of Chapel Tech to plan and provide seamless worship opportunities for each chapel service and special chapel events.
- F. Be present at every band rehearsal and chapel service to provide real-time support to both the band and student coordinators.
- G. Attend weekly meetings with the chapel team to ensure alignment and effective planning.

## Qualifications:

### Minimum:

1. Must be able to sign and affirm Grace College's covenant of faith.
2. Worship ministry experience and/or an Undergraduate degree in a worship ministry field.
3. Experience in all areas of planning, managing, and executing worship services.
4. Proficient in music, including vocal ability and 1+ instruments.
5. Proficient in coaching musicians: both vocalists and instrumentalists.
6. Must be familiar with ministry and worship trends of this generation.
7. Should possess excellent problem-solving skills and conflict-resolution skills.
8. Must enjoy students and have a mindset of mentoring employees under your supervision.
9. A highly self-motivated individual with outgoing personality and excellent social skills.
10. Have a positive attitude and an outgoing, likeable personality. Needs to have a team-player mentality.
11. Able to handle stress and constantly changing work demands in a deadline-oriented environment.

### Preferred:

1. Undergraduate Worship Ministry degree or its equivalent.
2. 3-5 years of experience leading a worship ministry team.



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- 3. Proficient in Planning Center.
- 4. Direct experience with mentoring and discipling college-aged students.

**Status: Part-Time, Non-Exempt**

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).

**Posted: 5/16/2025**