



## ***JOB DESCRIPTION***

JOB TITLE: Worship Coordinator	APPROVAL DATE:
HOURS: 12-24 hours per week	SALARY: 2022 Budget      BENEFITS: None
DEPARTMENT/COMMITTEE: Worship	REPORTS TO: Sr. Pastor and Personnel Committee
DIRECT/INDIRECT REPORTS: None	
PARTNERS WITH: Sr. Pastor, Worship and Technical Volunteers, and other staff members	
<p><b>POSITION SUMMARY:</b>          Partner with the Senior Pastor to plan worship services. Provide oversight and coordination of the worship committee including responsibilities development and guidance for volunteer team members and/or worship participants.</p>	
<p><b>ACCOUNTABILITIES:</b></p> <p><b>Personal:</b></p> <ul style="list-style-type: none"> <li>• A believer in and a disciple of the Lord Jesus Christ, and a member in good standing of a fellowship of believers.</li> </ul> <p><b>Personnel Committee:</b></p> <ul style="list-style-type: none"> <li>• Annual self-assessment, job description review and performance review.</li> </ul> <p><b>Worship Committee:</b></p> <ul style="list-style-type: none"> <li>• Lead Worship committee as the chairperson.</li> <li>• Provide regular status report and needs assessment to Consistory.</li> <li>• Partner with Senior Pastor, and other staff members for sharing of ideas.</li> </ul> <p><b>Oversight/Management/Coordination:</b></p> <ul style="list-style-type: none"> <li>• Frequent direct musical leadership of the worship service.</li> <li>• Develop and maintain weekly schedule of participants to ensure Sunday worship services are coordinated with the Senior Pastor and church calendar for weekly schedule of worship and technical leadership/volunteers as appropriate.</li> <li>• Establish annual budget with the Worship committee, manage annual budget, and purchase items as needed.</li> <li>• Establish and maintain an asset list of worship equipment and approximate value for insurance and/or replacement. Provide use guidelines and maintenance guidelines with appropriate maintenance schedule.</li> <li>• Conduct preparation/practice sessions for worship at least weekly.</li> </ul>	



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### **QUALIFICATIONS:**

**Education:** Must be relevant to the position

- Continuing education and/or training in worship and technical coordination is preferred.

**Job Experience:** 0-5 years

- Strong interpersonal, verbal, and written communication skills are required.

### **Musical Giftedness**

- Proficiency in leading worship with a strong vocal ability. Instrumental proficiency in piano or guitar is preferred.
- Ability to lead a worship band with ability to recruit more musicians or teach others how to lead worship

### **Personal**

- Background check is required.

### **PHYSICAL AND TRAVEL REQUIREMENTS:**

Limited lifting required. Minimal travel required dependent on worship/technical activities.

*The job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not necessarily be construed as a detailed description of all of the work requirements that may be inherent in the job.*