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| cid:C09CBE7D-BF37-4A13-B4CE-655207434127 | **Worship Coordinator JOB DESCRIPTION** |

**POSITION TITLE:** AM Worship Coordinator **EMPLOYEE:**

**REPORTS TO:** Assistant Pastor **SUPERVISOR:**

**EMPLOYMENT CLASSIFICATION:**

1. **Job Category:** Ministry Support Team
2. **Continuity:** ● Regular ○ Temporary
3. **Fiscal Year:** ●12 Month ○ 8 Month
4. **Work Arrangement:** ○ Full Time ○ Part Time● Volunteer **Hours per Week:** 4-10
5. **Compensation:** ○ Salary ○ Hourly ○ In Heaven
6. **Holidays:** ● Flexible
7. **Benefits Eligibility:** ○ Yes ● No

**ROLE SUMMARY:**

The primary purpose of this role is to oversee the AM worship ministry at The House, including tech support with a secondary purpose in supporting the overall ministry of The House.

**POSITION REQUIREMENTS/QUALIFICATIONS:**

1. **Education & Experience**

* Church ministry experience
* Willingness to pursue further musical and spiritual development
* Formal leadership or coaching experience
* Current criminal record check

1. **Competencies (Skills, Knowledge, Abilities, Training)** 
   * Ability to create a sense of community and build relationships with team members
   * Strong leadership and mentoring skills
   * Basic social media and networking skills
   * Competent user of Planning Center Online
   * Basic computer and admin skills
   * Basic media and technology knowledge
   * Ability to lead worship in a corporate setting
2. **Commitment**

* Committed and mature follower of Jesus Christ
* Serve as an ambassador for The House; committed to living and promoting our Mission, Vision, Values, and Culture.

**KEY CONTACTS/RELATIONSHIPS:**

1. **Internal:** Pastoral Team, Ministry Team, and Department Volunteers
2. **External:** Congregants

**POSITION AUTHORITIES:**

1. **Expense:** Eligible for expense reimbursements up to $50 unless pre-approved by the assistant pastor.
2. **Custody:** L2 Key holder, Equipment room access
3. **Systems:** CCLI Song Select, Planning Center Online

**KEY MANDATED RESPONSIBILITIES:**

* Serve as the ***Overseer*** of all ***Worship related*** activities on a ***Sunday Morning***
  + Oversee the scheduling of worship leaders and musicians for Sunday morning
  + Oversee the scheduling of tech volunteers for Sunday morning
  + Meet with and mentor Sunday morning worship leaders at The House
  + Connect with Sunday morning musicians on a semi-regular basis
  + Make every effort to onboard/mentor new musicians in a timely manner.
  + Brainstorm and implement ways the worship ministry could be improved
  + Advocate for, and promote technical change within the worship ministry
  + Attend Pre-service prayer times
  + Serve as an ambassador for the worship ministry when attending a service other than the one in your direct responsibility
  + Prepare a written annual report for your area of ministry
* Help cast ***vision*** for the ***overall*** worship ministry of ***The House***
  + Stay current on worship trends and culture
  + Help organize worship gatherings and development nights
  + Post regularly in social media and Facebook groups
  + Project tasks as assigned by Pastoral Team
* Serve as a ***key member of the Ministry Team***, acknowledging at times we all support one another and work together in areas that are outside our direct and regular responsibilities
  + Participation in ministry Team meetings, Prayer Nights, etc
  + Special Events
  + Sunday Ministry Involvement
  + Care for people as an extension of the Ministry Team.
* Complete other duties as assigned by the Pastoral Team

**KEY PERFORMANCE EXPECTATIONS & GOALS:**

* Ensure all aspects of the Sunday morning worship ministry function excellently
* Grow the worship ministry both in size and excellence
* Give volunteers and incredible opportunity to be a part of a Jesus pursuing, music loving team.
* Ministry involvement with other aspects of the church community (Sunday and people connections)
* Strategize with Pastoral Team on ways we can be more effective.
* Communicate with Pastoral Team on ministry connections made and needs that arise
* Take care of your spiritual life and personal life to ensure you’re healthy for leadership.
* Serve as an influencer in the overall ministry of The House. Display a care, concern, and willingness to do what it takes to see our church community healthy and strengthened.

**Annual**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Acknowledgement:** Employee Supervisor Date