

Bauer CRC

Worship Coordinator

Definition:

To promote Bauer's values for biblical, prayerful, and God-honoring worship. To help the church give expression so that we worship in ways that honor our intergenerational make-up and missional nature. To help us become "a church of worshippers devastated by the holiness of God, secure in the grace of God, and actively praising God." Finally, to pursue these purposes by assisting the pastor to coordinate the overall worship ministry of the church.

POSITION STATUS:

Part-Time (15 hours minimum per week)

SUPERVISION

Reports: to the Pastor (final personnel matters ultimately handled by the Admin. Board)

RESPONSIBILITIES: Essential and other important responsibilities and duties may include but are not limited to the following:

Administrative:

1. Work with the pastor to plan thoughtful, vibrant worship (music, worship words, etc.) for all morning and evening services, as well as special services as requested. [SEP]
2. Produce PowerPoint/GOOGLE slides and maintain PowerPoint archive, edit/update after rehearsals. [SEP]
3. Maintain the database of song usage. [SEP]
4. Provide music/arrangements for singers and accompanists in appropriate keys for congregational singing and for each musical instrument. [SEP]
5. Oversee all worship volunteers: ensuring that worship teams, sound/video technicians, soloists, choirs and other worship leaders are prepared and ready

for the worship service. Run, attend, or at least ensure that the midweek rehearsals are taking place.

6. Communication: Create quarterly musician/tech schedule. Oversee online/text reminders for musicians/ techs/worship participants and to receive confirmation from those participating in that service.

7. Planning: Work within the following schedule...^[L]_[SEP]-Service information from the pastor two weeks in advance^[L]_[SEP]-Meet with the pastor ten days before service with the service rough draft ready -Provide service information and music to lead musician one week in advance -Final service order to the pastor by Tuesday prior to service

8. Coordinate and plan for the special seasons of the Church Year (Advent-Easter-Pentecost,ect.)

9. Monitor the purchasing, maintenance, and replacement of all music-related equipment, supplies, and instruments in coordination with Worship Committee. (Explore online software like, "Planning Center")

10. Together with the Worship Committee prepare an annual music budget for approval and help administer the budget.

11. The coordinator will attend staff meetings every Tuesday and all services in which he/she helps to plan.

Leadership:

1. Encourage authentic, Spirit-filled, joyful worship that shows in our music choices, faces, bodies and attitudes, while maintaining a balance of musical styles that move us toward multi-generational and multi-ethnic worship.

2. Enlist, train, and encourage members for the music and leadership ministry of worship.

3. Participate on the Worship Committee.^[L]_[SEP]

4. Keep current on music, materials, promotion, and administration.^[L]_[SEP]

5. Lead and oversee worship services in conjunction with the pastor.

6. Plan and gather all worship participants for annual worship training and an appreciation event.

7. Encourage young and old to actively use their gifts in reading, drama, singing, playing an instrument, and ect.

8. Continue and develop our contemporary/casual worship service style while

incorporating both traditional and contemporary music.

9. Introduce new music on a regular basis, thinking theologically, musically, and intentionally.

10. Oversee the tech booth- sound system & slide projection volunteers, trainings, and setting sound standards.

11. Plan the service with guest ministers in the weeks prior to them leading our worship and walk through the service with them on the day they are here.

QUALIFICATIONS:

-A vibrant, personal relationship with the Lord
-Ability and willingness to connect with all ages
-A learner who will grow with us and help us grow in our worship
-Musical ability and knowledge of issues in worship planning and leading
-Ability to instrumentally and vocally lead musical worship

COMPENSATION

Coordinator will be paid an annual salary of between \$12,000 and \$15,000 depending on experience, training and qualifications. (Calculations based on \$15.40-\$19.20 per hour)

Coordinator will receive \$300 for an educational allowance.

*Budget is available for purchase of new music, videos, conferences, and books.

May, 2018

“I have read and received a copy of my job description.”

Employee’s Signature: _____

Date: _____