

Job Title:	Upper Elementary Worship Coordinator	Job Category:	Professional – Part Time
Reports to:	Elementary Associate	Travel Required:	Limited
Level/Salary Range:	<i>Based on experience/education in conjunction with established CHILDHOOD LEADERSHIP scale.</i>	Position Type:	Typically 15 hours per week. ‘Typical’ schedule: Sun: 9:00 am-1:00 pm M/W: 9:00 am – 1:00 pm Wed: 6:00-8 pm Other hours: flexible

Job Description

ROLE AND RESPONSIBILITIES

The Upper Elementary Worship Coordinator serves as a member of the Childhood Ministries team for the development of a cohesive ministry that works successfully to partner and equip families in alignment with Burnt Hickory’s 8 Key Ministry processes. This person will personally pursue a maturing relationship with Jesus Christ and set a Christlike example in words and actions for the children and families of Burnt Hickory Baptist Church and the surrounding community. This role combines musical ability, technical expertise, creative leadership, and volunteer management to produce high-quality, meaningful worship experiences that connect with children at their developmental level. Under the direct supervision of the Elementary Associate, the Upper Elementary Worship Coordinator will:

Core Responsibilities:

- **Worship Leadership:** Assume a leadership role in the development of age-specific storyboarding, worship set lists, worship planning, environmental theming, and creative content for Upper Elementary Worship. This role requires a deep understanding of the stages of child development, enabling the Worship Coordinator to adapt content appropriately for different age groups. Strong communication and interpersonal skills are essential, as is the ability to work collaboratively with both volunteers and staff to deliver high-quality worship experiences.
- **Volunteer Direction:** Multiply leadership by recruiting and equipping volunteers to lead worship, provide supervision of children, and provide technical support. This position serves as the staff presence in the worship venue, providing direction to volunteers and fostering a supportive and collaborative environment where they feel valued and equipped to contribute effectively.
- **Technical Responsibilities:** Serve as the technical specialist in the worship venue; mastering the use of the software, equipment, sound boards, and lighting. Collaborate closely with the Elementary Associate to prepare the necessary curriculum and relevant media, loading content into ProPresenter, adding lighting cues and macros and other environmental elements. Additionally, be responsible for turning on the sound board, projectors, and lighting, and setting up the room to be ready for services.
- **Environment Management:** Maintain the aesthetics of the worship environment, ensuring the room is tidy and organized. This includes managing the lost and found collection and ensuring proper storage of equipment and supplies in the tech booth.
- **Ministry Collaboration:** Work closely with the Elementary Associate to ensure quality worship experiences, manage details and timelines for children's elements in adult worship venues and during special programming.
- **Child Protection:** Work closely with the Child Protection associate to ensure volunteers are screened, trained, and equipped for service. Assign volunteers to tasks/roles that capitalize on their experience, strengths, and interests, and provide support so that volunteers feel successful in accomplishing their roles and tasks and serve as their advocate.
- **Additional Responsibilities:** Contribute to and help implement ministry-wide initiatives and events coordinated by Childhood Ministries, including leader training, Kids’ Nights of Worship programs, age-level and community events, VBS, outreach efforts, and more. (Additional hours and flexibility required during these times.) May attend off-site camps and retreats, as requested by the Childhood Director. Maintaining awareness of the Childhood Ministries' calendar is essential, ensuring availability during key ministry event timelines. The coordinator will actively participate in team meetings and planning sessions to ensure ministry alignment, stay informed of current childhood ministry trends and resources, and maintain close collaboration with the Childhood Director for consistent program excellence. Additional responsibilities as directed by the Director of Childhood Ministries.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Incumbent must be a passionate disciple of Jesus Christ, love all of God's children including those with special needs, form meaningful relationships with people of various ages, and be an empowering leader. This person must possess strong interpersonal, organizational, and motivational skills. They should be a self-starter, emotionally intelligent, and humble. They must be equipped with a working knowledge of event planning, program management, and communication. They must be efficient in transforming big ideas into a realistic ministry. Must be willing to adjust schedule and adapt to changing needs of the ministry.

This part-time position averages 15 hours per week. Additional hours may be requested during peak ministry seasons including VBS and other ministry events. Schedule flexibility is essential to accommodate these varying ministry needs.

PREFERRED SKILLS

- Outstanding interpersonal skills (recruitment, retention, caring) and team player.
- Demonstrated musical proficiency (vocal and/or instrumental) suitable for leading elementary-age worship.
- Experience teaching and leading within large-group environments.
- Ministry Platform, Planning Center Online, ProPresenter
- Basic office software and digital file management systems

ADDITIONAL NOTES

- This position provides the opportunity to attend the 8:15 worship service. Additionally, it allows for the placement of volunteers in leadership roles, enabling attendance at either the 9:30 or 11:00 worship/LifeGroup. The individual must remain on church property during all scheduled programming hours, be available on call for ministry needs when not directly supervising and stay until all children are picked up.
- Position will annually submit for approval: Developmental Action Goals, Key Numeric Indicators, and proposed schedule.