

Position Description Worship Coordinator



Purpose: The purpose of this position is to take the lead in coordinating the various teams involved in worship at Community Christian Reformed Church.

Qualifications: The position calls for an individual of strong Christian faith who is (or is willing to become) a professing member of the Christian Reformed Church. He/She should have a passion for Christian worship and for using the gifts of volunteers in worship. He/She should have some post-secondary education and/or significant experience in church worship, and demonstrate a commitment to the principles of Reformed worship and Community CRC's vision for blended worship. He/She should have the ability and desire to work closely with a pastoral team and volunteer leaders. Proficiency in the areas of leadership training, volunteer management, communication, administration, and church music are recommended.

Duties:

The Worship Coordinator shall:

1. Coordinate between pastors and various ministry teams for the planning of Sunday worship services, including the scheduling of worship teams.
2. Equip volunteer team leaders through support, training, encouragement, and mentoring.
3. Work with team leaders to create and run teams, recruit and train new volunteers, and maintain a volunteer database.
4. Ensure clear communication between all those involved in worship, and serve as a central point of contact for worship-related concerns.
5. Work with team leaders and the Worship Committee to develop clear procedures, policies, and job descriptions for worship volunteers.
6. Oversee and maintain the church's library of worship resources, both digital and print.
7. Serve on the Worship Committee.
8. Other duties may be assigned as necessary.

Measurement: The Worship Coordinator will be reviewed on an annual basis by an evaluation process defined and completed by council.

Working Relationships: The Worship Coordinator will work in close collaboration with other staff, the Worship Committee, and worship volunteer leaders, under the day-to-day supervision of the Pastor—Preaching & Worship. He/She will report to council through the Pastor—Preaching & Worship.

Authority: The Worship Coordinator will operate within the terms of this mandate and will operate within the limits of the budgets approved each year and request approval to spend funds beyond the budget prior to committing the related expenses.

Approved by Council January 2016