

## Position Description

### Worship Coordinator (Full-time)

**Purpose:** The purpose of the Worship Coordinator is to take the lead in coordinating the worship ministries of the church, equip worship volunteers, and assist the staff in supporting various ministry needs.

**Qualifications:** The position calls for an individual of strong Christian faith and character who should have a passion for Christian worship and for using the gifts of volunteers. Candidates should be (or willing to become) professing members of the Christian Reformed Church. Candidates should have some post-secondary education and/or significant experience in church worship. They should be musically proficient with appreciation for both traditional Christian hymnody and contemporary Christian worship music and be able to lead and teach others. Proficiency in volunteer management, leadership training, communication, and administration are also recommended. Successful applicants will work closely with a pastoral team and volunteer leaders and should demonstrate an ability and desire to work well on a team.

#### Duties:

The Worship Coordinator will be responsible for the following duties:

1. **Worship Services:** Equip volunteer worship teams to conduct worship services with excellence.
2. **Training Volunteers:** Recruit, equip, train, and mentor worship volunteers and team leaders.
3. **Worship Opportunities:** Work with ministry leaders to create a culture of worship where members have opportunity to exercise their gifts in a variety of worship settings.
4. **Communication:** Serve as a central hub for worship-related communication and ensure clear communication between all involved in worship.
5. **Worship Resources:** Oversee and maintain the church's library of worship resources and manage worship-related subscriptions.
6. **Worship Committee:** Work closely with the Worship Committee to carry out CCRC's vision through the worship ministries and provide ministry support to the various ministries that fall under the umbrella of the Worship Committee.
7. **Ministry Support:** Work closely with other staff to carry out CCRC's vision throughout the various worship ministries. Upon direction, this could include involvement in the development and implementation of opportunities to integrate worship into (along with other support tasks to enhance) other ministries of CCRC. (ie. Youth, Sunday School, Gems, Cadets, LAFF).
8. Other duties as may be assigned as required and 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 volunteers, under the day-to-day supervision of the Pastor—Preaching & Worship. They 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. Approval to spend funds beyond the budget must be requested prior to incurring the related expenses.

*Approved by Council June 1, 2018*