

## **JOB DESCRIPTION FOR WORSHIP COORDINATOR**

**Salem United Methodist Church, Cedar Rapids**

**Job Title:** Worship Coordinator  
**Status:** Part-time approximately 4-6 hours per week, Lead Staff Team  
**Supervisor Title:** Pastor or Worship Leader  
**Date Prepared/Revised:** April 12, 2018

The primary purpose of this position is to oversee all aspects of Sunday morning worship (and other special services), directing these worship experiences.

### **RESPONSIBILITIES:**

- Lead the team that produces Salem's Sunday morning worship services at 9 and 11 AM along with other special services (Christmas Eve, Longest Night, Ash Wednesday, Holy Thursday, Good Friday, etc.).
- Identify and develop a core team of leaders.
- Work with pastor and team to plan and prepare community worship.
- Oversee each component required for worship. Support, mentor, supervise, and coach leaders in these areas.
  - Choir Director, Organist, Song Leaders, Band Leaders, A/V, Lectors, Communion Stewards, Anointing and Prayer, Candles and Paraments, Advent Candle Lighters, Greeters, Ushers, Hospitality, Nursery, etc.
- Engage somewhere in the community

**TERMS OF EMPLOYMENT:** Works approximately 4-6 hours per week year-round at \$12 per hour. Compensation is paid bi-weekly (26 times a year). In general, staff members must have approval to be gone during holy days (Christmas Eve, Ash Wednesday, Holy Week, etc.). The Worship Coordinator may have space in the church office but will likely work from home. Overtime, medical/other fringe benefits, and pension/other retirement compensation are not included.

### **QUALIFICATIONS:**

- A follower of Jesus who loves God and loves others.
- Desire to serve at Salem Church and be an engaging member of the lead staff team.
- Maintain healthy priorities in life, including spiritual disciplines, readiness for learning, investing in key relationships, vision for the future, eating and exercise (D.R.I.V.E.)
- Be loyal to the mission and vision of the Salem UMC and always protect the unity of the church
- Task Oriented
- Self-starter able to operate independently without supervision.
- Warm-hearted, gregarious, and gifted at networking
- Strong organizational and leadership abilities.
- Ability to communicate and listen well.
- High level of relationship skills, including exercising compassion, grace, tact, and diplomacy.

**JOB EVALUATION:** The Worship Coordinator will be invited to meet with the Pastor and/or Staff-Parish Relations Committee (SPRC) yearly to evaluate fruitfulness and make changes as necessary. The job description will be reviewed periodically and in association with any pastoral change. Please note: Job descriptions at Salem United Methodist Church are not intended to fully specify or limit the tasks that may be required of each employee. This description must not be perceived as a definitive work statement. Although each job description roughly defines the current focus of activity for a given

position, that focus may be changed at any time, depending on the evolving needs of the church and the gifts of the staff person.

**CONDITIONS OF EMPLOYMENT:**

- 90 day probationary period with evaluation at end of that time period
- In all things must be consistent with Salem and The United Methodist Church
- Continue growth and training when possible through conferences, online training, etc.
- The Pastor has the authority to hire and fire. Most often this will happen in consultation with the Staff-Parish Relations Committee.