

THE VINEYARD CHURCH

JOB DESCRIPTION

TITLE: Coordinator of Weekend Celebrations & Worship

FLSA: Exempt

SUMMARY

The Coordinator of Weekend Celebrations & Worship position is part-time salaried position based on 25 hours/week with regular office hours each week. The position reports to the Campus Pastor and will be responsible for coordinating our Audio, Visual and Lighting (AVL) teams and systems as well as coordinating worship & worship team members for weekend celebrations & events as well as the development of the skills of musicians & vocalists.

ESSENTIAL FUNCTIONS

1. Maintain a Vital Relationship with Jesus Christ

2. Responsible for assisting in the execution of Weekend Celebrations at the Grape Road Campus

- Preparing weekly service schedules & announcement scripts & email them out
- Works with communications team weekly on needs – programs, brochures, promo posters
- Sit in on the weekly service planning meeting
- Pick up Saturday Check List for Sunday morning celebrations
 - i. Programs & other printed material, Announcement Slides, Message Slides, Message Video Disc, Back Up Video (Edited)
- Assist Campus Pastor in organizing & implementing special additions to celebrations, i.e. Photo Booth for Mother's Day
- Chairs added or removed as needed
- Manage & administer our Social Media presence

3. Responsible for Audio, Visual and Lighting Teams & Systems at the Grape Road Campus

- Understanding and ability to master the set up & operation of all sound, visual/video and lighting systems
- Responsible for management and care for all AVL equipment and supplies
- Purchasing and installing all AVL equipment and systems under the direction of campus overseer
- Responsible for the leadership and managing service requests of the Sound & Celebration Media Teams
- Recruit, train, develop, and care for new and existing team members
- Perform necessary programming and/or setup of equipment (booth and stage) for weekend celebrations, classes and special events
- Oversee operation of AVL systems in a live setting
- Receive and filter feedback and information from Campus Pastor regarding AVL operation
- Regular communication with team and leaders
- Planning Center Administrator (add events for anything that uses sound & media)
- Planning and administrating Team Times

4. Responsible for worship at the Grape Road Campus

- Adhering to the Campus Guidelines for Worship and working with ministry champion for overall cohesiveness of worship ministries at The Vineyard Church
- Musicians
 - i. Recruit, develop and care for new and existing Worship Team Musicians
 - ii. Lead auditions and follow up with prospective musicians
 - iii. Scheduling musicians to serve during weekend celebrations and other events

- iv. Responsible for management and care for all worship equipment and supplies
- Vocalists & Worship Leaders
 - i. Recruit and care for new and existing Worship Team Vocalists & Worship Leaders
 - ii. Identify an assistant for vocal & worship leader development
 - iii. Continue to develop vocal & worship leading ability
 - iv. Lead auditions with assistant who can follow up with prospective vocalists
 - v. Scheduling vocalists & worship leaders to serve during weekend celebrations and other events
 - vi. Regularly serve as a Set Leader
- Schedule Scripture Readers
- Regular communication with team and leaders
- Planning Center Administrator (add events for anything that uses worship)
- Planning and administrating Team Times

5. Other tasks as assigned

OTHER FUNCTIONS

- Participate in staff-related office functions by attending and participating in staff meetings and establishing and communicating regular office hours
- Keep abreast of, and maintains knowledge of, AVL and Worship issues, trends and concerns by participating in continuing education and other related educational programs
- Reasonable availability for ministry related emergencies

KNOWLEDGE, SKILLS AND ABILITIES

- Candidate must be technically skilled with strong understanding of AVL systems and equipment
- Candidate must have critical attention to detail and some experience with operating Audio, Video or Lighting Systems in a church setting
- Candidate must have expansive musical knowledge, as well as an ability to teach or coach
- Knowledge and abilities for this position can be acquired through a degree in Technical Systems, worship arts or an equivalent combination of education and experience
- Candidate must demonstrate strong leadership skills including oral and written communication, ability to give and receive feedback regarding the performance and direction

Effective Date: 6-1-17

Lead Pastor Approval

Title

Date

Human Resources Approval

Title

Date

The above statements are intended to describe the essential job functions and level of work performed by individuals assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by the personnel occupying this position.