

## Worship and Children's Ministry Coordinator

West Side Baptist Church in Harrisonburg, VA, is seeking a full-time Worship and Children's Ministry Coordinator. This person will be responsible for all aspects of the worship ministry including planning, preparing, and leading a blended worship service each Sunday. In addition this person will plan, develop, coordinate and evaluate all children's ministry programs for infants through grade 5. Candidates should have training and/or experience in vocal/instrumental conducting and in working with children.

**View the full job description on the page below.** If you are interested in applying for this position, complete the downloadable application located under the "About Us" tab on the website, and click on *Employment Application* link. Submit your application to Vickie Heschl, Business Manager, at [Vickie@westside-baptist.org](mailto:Vickie@westside-baptist.org). For more information, call 540-434-9634.

Interviews and auditions will be scheduled for qualified applicants.

**West Side Baptist Church**  
**Job Description**  
**Worship & Children's Ministry Coordinator**

**Position Summary**

This position is responsible and accountable for all aspects of the West Side Baptist Church worship and children's programs. This will include planning, developing, conducting, and evaluating a comprehensive children's ministry and blended worship and music ministry for all members and age groups within the congregation. This position will lead the congregation in a growing relationship with Jesus Christ through worship, music and coordinating children's ministry program to families with infants through grade 5.

**Qualifications:**

A college graduate with training or experience working with children and music. Preference will be given to a person with Christian education and Baptist affiliation.

Personal and professional characteristics will include: 1) Exemplary Christian life in word and deed, 2) Energetic, enthusiastic and Spirit-filled life, 3) Excellent interpersonal skills with an ability to listen and communicate, 4) Leadership ability.

**Scope of Responsibilities for Worship Ministry:**

1. Work with the Senior Pastor to plan worship services.
2. Lead all choir music rehearsals, worship team and worship instruments including regularly scheduled Wednesday evening rehearsals and any extra rehearsals that are necessary.
3. Coordinate with Tech Team.
4. Ensure that proper instrumentation is in place for all worship services.
5. Schedule all those who are performing special music.
6. Maintain the music library, preview new music, and purchase new music as needed.
7. Manage communication with all involved in the music ministry.

**Scope of Responsibilities for Children's Ministry (Infant-5<sup>th</sup> Grade):**

1. Plan, coordinate, direct, and evaluate the children's ministries working with the established organization and lay leadership of the church. This will include Sunday School, mission activities, and children's organizational activities, including children's music.
2. Develop, create, and manage programs that evangelize children and their families.
3. Ensure that missions education is an ongoing part of the annual education plan for our children.
4. Manage communication with families about various ministries.
5. Ensure that there are an adequate numbers of volunteers for the children's programs and lead in the recruiting of volunteers.
6. Ensure that children's workers receive training as needed to meet their responsibilities including training on policies and procedures and Reducing the Risk.
7. He or she is responsible for seeing that the Children's Department is a loving place for children and provides safe and nurturing care for the children and their families.

**Other Responsibilities:**

1. Work with the Senior Pastor, other staff and the Church Council in coordinating the worship and children's ministries with other programs in the church.
2. Prepare and administer the worship and children's budget to ensure financial resources are obtained and well managed.
3. Assist in other areas as needed by the church or assigned by the Senior Pastor.

**Supervision:**

The Senior Pastor will give direct supervision, with overall oversight by the Personnel Group.