

WEST SIDE BAPTIST CHURCH

Job Description

Worship Ministry Coordinator

The Worship Ministry Coordinator will take the lead in planning our worship ministry with the Senior Pastor. He or she will work with the Senior Pastor and other staff to assure that the musical selections and other worship elements in each service create an atmosphere of worship, prepare the way for Biblical teaching, and facilitate a response from worshippers. West Side Baptist has sought to maintain a blended style of worship.

Scope of Responsibilities: will include, but are not limited to the following:

- 1) Work with the Senior Pastor in planning weekly worship service(s).
- 2) Lead all worship rehearsals
- 3) Coordinate weekly staging for Sunday morning worship service
- 4) Schedule all those who are leading/supporting worship ministry including singers, instrumentalists, technicians, and those making announcements.
- 5) Work with the choir on a regular basis to prepare music pieces for performance in worship services
- 6) Attend regularly scheduled Staff meetings

Qualifications:

- 1) Be a Christian with a calling to use his or her spiritual gifts in worship ministry
- 2) Have fundamental knowledge of music theory and knowledge of, and appreciation for both traditional hymns and contemporary worship music.
- 3) Relate well to adults of all ages and youth
- 4) Work cooperatively with staff and volunteers and demonstrate leadership qualities
- 5) Be supportive of church staff and should be willing and able to communicate that support

Supervision and Compensation:

This is a “permanent part-time” position of 21 hours per week reporting to the Senior Pastor. This position is eligible for partial benefits as outlined in the Personnel Policies Handbook. Pay will be commensurate with experience and education.