

Position: **Worship Ministry Coordinator**

Responsible to: Senior Pastor

POSITION SUMMARY

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

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

1. Work with the Senior Pastor in planning weekly worship service(s) and special seasonal services, events.
2. Lead all worship rehearsals.
3. Coordinate weekly staging for Sunday morning worship service.
4. Schedule all those who are leading/supporting the worship ministry including singers, instrumentalists, technicians, and those making announcements.
5. Work with the adult and children's choirs on a regular basis to prepare music pieces for performance in worship services. Prepare and distribute practice tracks to choir.
6. Attend regularly scheduled Staff meetings.
7. Establish yearly goals to support the annual goals of the Church.
8. Assist as needed in job search for paid musician positions and covering as needed.
9. Assist in proof reading the "Order of Worship" sections of bulletins and slides
10. Ensure all equipment is maintained (piano/tech equipment) and coordinate purging of outdated, unneeded equipment.

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 outline in the Personnel Policies & Employees Handbook. Pay will be commensurate with experience and education.

QUALIFICATIONS

1. Be a Christian with a calling to use his/her spiritual gifts in worship ministry.
2. Have a 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/children.
4. Demonstrate leadership qualities in working cooperatively with staff and volunteers
5. Be supportive of other church staff and willing to demonstrate that support.

Note: This job description will be reviewed and or revised as needed by the Senior Pastor and Personnel annually.

Approved by the Church and effective: April 14, 2024