

Worship Coordinator



Job Description

The Worship Coordinator ensures communication between the different teams in the worship sphere. They oversee select administrative functions related to Sunday morning worship. They are responsible for the short-rhythm tasks and promoting the development of the worship-related teams.

Responsibilities

1. Coordinates communication between Planning, Set-up, Audio-Video, and the Worship Team.
2. Executes routine administrative tasks related to coordination of worship-related teams.
3. Conducts midweek communication to coordinate with staff and worship leaders.
4. Deploys Vision-based strategies as identified by the Worship Team.
5. Puts together binders of sheet music each week.
6. Maintains a song list, element list, and other shared documents for the Worship Team and worship leaders.
7. Promotes discussions about worship philosophy, core values,

new trends, etc.

8. Helps find and distribute useful resources to the Worship Team and worship leaders.
9. Is on call for troubleshooting for Sunday morning practices.
10. Encourages worship leaders and provides feedback.
11. Recruits new worship leaders, musicians, and other worship participants.
12. Organizes special elements (e.g., liturgical dance, prayer times), special services, and seasonal decor; helps to coordinate kid programming.
13. Ensures that communion elements are in supply and prepared each communion Sunday.
14. Reports song usage to CCLI and handle royalty matters.
15. Ensures consistency and quality of audio and video in Sunday services.

Qualifications

1. Loves the Lord, exhibiting the heart of a worshiper.
2. Has experience leading worship.
3. Works well with teams, sensitive to worship leaders' feelings and creative freedom.
4. Organized and efficient.
5. Good communicator across different media.
6. Agrees to conduct worship through a reformed interpretation of Scripture in alignment with the confessions of the Christian Reformed Church.
7. Commits to being a regular attendee at Bridge of Hope (membership preferred).

Hours

Anticipated average work load is 5 hours a week, with an average of

20 hours per month, not to exceed 250 hours per year. Hours must be logged.

Reporting

The Worship Coordinator reports to the Pastor. In the event of no Pastor, reporting is to the Pastoral Shepherds. Regular communication with the Worship Team, worship-related sub-teams, and staff is expected.