

Trinity Christian Reformed Church

539 East Pine Street - Fremont, MI 49412 - trinitycrc.net

Worship Coordinator Job Description

Duties and Responsibilities

1. Weekly worship planning with the Pastor
 - a. Work together to choose hymns, readings, etc. for congregational worship
 - b. Work together to coordinate guest ministry presentations, children's sermons, and Bible memory verses.
 - c. Work together to recruit participants needed for leading readings, prayers, etc.
2. Special service planning
 - a. Work together to coordinate special worship series, including but not limited to Advent and Lent
 - b. Work together to coordinate special services, including but not limited to Maundy Thursday, Thanksgiving, and an Advent Candlelight service.
3. Serve on worship Committee
4. Schedule musicians for worship
 - a. Rehearse with praise team and instrumentalists
 - b. Find/supply music needed for songs, if not in the hymnals
 - c. Organize and rehearse occasional seasonal ensembles/instrumental ensembles providing opportunities for children, teens, adults, etc.
5. Prepare weekly PowerPoint for worship
 - a. Purchase PowerPoint hymns with music from digitalsongsandhymns.com for new songs
 - b. Prepare creeds, communion forms, and responsive readings in PowerPoint format
 - c. Prepare the sermon outline on PowerPoint
 - d. Train and schedule volunteers to run the computer during the service
6. Special events
 - a. Work with Gems, Cadets, and youth ministries for organization-led worship services.
 - b. Create PowerPoint presentations for special circumstances – graduate recognition, Christian Education celebration, mission reports, etc.
7. Work with the assistant clerk for services using pulpit supply.
 - a. Contact the guest pastor, providing information to him about our worship and creating a worship order with him
 - b. Supply the church secretary with the completed order of worship for the bulletin
8. Coordinate paraments/banners in the sanctuary with the liturgical season

Hours

15-20 hours per week

To Apply

Interested candidates please email your resume to trincrc@gmail.com with subject line Worship Coordinator Job Posting.