



JOB DESCRIPTION

JOB TITLE: Worship/Technical Coordinator	APPROVAL DATE: Jun2021
HOURS: 12-24 hours per week	SALARY: 2021 Budget BENEFITS: None
DEPARTMENT/COMMITTEE: Worship/Technical	REPORTS TO: Sr. Pastor and Personnel Committee
DIRECT/INDIRECT REPORTS: None	
PARTNERS WITH: Sr. Pastor, Worship and Technical Volunteers, and other staff members	
POSITION SUMMARY: Partner with the Senior Pastor to plan worship services. Provide oversight and coordination of worship and technical committees including responsibilities development and guidance for volunteer team members and/or worship participants.	
ACCOUNTABILITIES: Personal: <ul style="list-style-type: none">• A believer in and a disciple of the Lord Jesus Christ, and a member in good standing of a fellowship of believers. Personnel Committee: <ul style="list-style-type: none">• Annual self-assessment, job description review and performance review. Worship Committee: <ul style="list-style-type: none">• Lead Worship committee as the chairperson.• Provide monthly status report and needs assessment to Consistory.• Partner with Senior Pastor, and other staff members for sharing of ideas.• Conduct preparation/practice sessions for worship at least weekly. Technical Committee: <ul style="list-style-type: none">• Lead Technical committee as the chairperson.• Provide monthly status report and needs assessment to Consistory.• Partner with Senior Pastor, and other staff members for sharing of ideas.• Require setup and technical checks at least an hour prior to worship services. Oversight/Management/Coordination: <ul style="list-style-type: none">• Frequent direct musical leadership aspect of the worship service.• Develop and maintain weekly schedule of participants to ensure Sunday worship services are coordinated with the Senior Pastor and church calendar for weekly schedule of worship and technical leadership/volunteers as appropriate.• Establish annual budget with Worship and Technical committees, manage annual budget, and purchase items as needed.• Establish and maintain an asset list of worship/technical equipment and approximate value for insurance and/or replacement. Provide use guidelines and maintenance guidelines with appropriate maintenance schedule.	



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QUALIFICATIONS:

Education: Must be relevant to the position

- Continuing education and/or training in worship and technical coordination is preferred.

Job Experience: 0-5 years

- Background check is required.
- Strong interpersonal, verbal, and written communication skills are required.
- Computer system knowledge is required.
- Technical audio/visual knowledge is required.

Musical Giftedness

- Proficiency in leading worship with a strong vocal ability. Instrumental proficiency in piano or guitar is preferred.
- Ability to lead a worship band with ability to recruit more musicians or teach others how to lead worship

PHYSICAL AND TRAVEL REQUIREMENTS:

Limited lifting required. Minimal to moderate travel required dependent on worship/technical activities.

The job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not necessarily be construed as a detailed description of all of the work requirements that may be inherent in the job.