

Worship Coordinator

North Manchester First Brethren Church

Job Purpose: Assist the Worship Ministry in coordinating and leading spirit-filled worship which inspires and draws people closer to Lord as well as prepares their hearts to receive the message of God.

Part-Time: 15 hrs per week (\$12/hr starting)

Compensation: \$9,360 annual salary - no benefits

Reimbursements: \$1,000 for conferences and ministry expenses

Areas of Responsibility - *We do not want applicants to feel overwhelmed or discouraged by the broad scope of ministry listed below. We understand that time may not permit all areas to be fulfilled by a part-time position. This job description reflects where we would like to see it develop and attention given to some areas only when time allows. Therefore, priority will initially be given to certain areas determined by mutual agreement with the Pastor and the Ministry of Worship.*

I. Worship Teams (musicians, vocalists, sound techs & projectionists)

- Build competency and confidence
- Recruit, train, and develop
- Coordinate & lead weekly practices

II. Sunday Morning Worship Services

- Lead the congregation toward authentic worship
- Empower others to serve according to gifts and talents
- Select music for all services according to theme of morning message
- Select readings and responses helpful to flow of worship
- Plan order of services in cooperation with the Senior Pastor
- Recruit additional worship leaders and special music (alongside the Worship Ministry)
- Communicate with projection team and sound techs

III. Special Services

- Educate the congregation concerning worship
- Assist in planning special worship services (i.e. holiday services, hymn sings, worship nights, combined services, etc....)
- Coordinate music for special services (i.e. Baptisms, Communions, etc...)
- Assist in the development of new services

IV. Other

- Pursue being a Christ follower in order to model and mentor what that looks like.
- Meet with the Ministry of Worship once a month
 - Provide direction and assistance, helping them carry-out their mission.
- Assist Children's Coordinator in kid's music (LOFT, Club Riot, VBS, Choir, Programs)
- Choir coordination and development (Adult Choir, Bell Choir, children's, ensembles)

Organizational Relationships

This person is responsible to the Ministry of Worship and to the Senior Pastor. The worship coordinator shall work in harmony with other members of the church staff and congregation. Differences of opinion or areas of conflict shall be worked out privately or with the Ministry of Worship as needed. Evaluations and reviews of performance, contracts, and job description will occur no less than twice a year from the Senior Pastor (in consultation with the Ministry of Worship).