

WORSHIP COORDINATOR JOB DESCRIPTION

Position reports to: Lead Pastor and Director of Development and Learning

Position works with: Worship and Tech Team leads/staff team

Scope of Ministry: Support existing worship leaders, onboard new musicians, lead a worship team twice every six weeks, oversee and coordinate tech teams

Employment Status: Full Time

Position Overview:

The worship coordinator is responsible for the development of artistic expression in worship, both on Sunday mornings and at special events. The coordinator encourages the participation of gifted congregants and the further development of those gifts. They will collaborate with the staff team around scheduling, themes, and visual presentation.

Primary Responsibilities:

- Provide collaborative input to service and theme planning with the staff team
- Lead and encourage the congregation into transformative corporate worship experiences
- Train worship leaders and participants how to use Planning Center Online's "Services" module for scheduling, song selection, and service planning
- Oversee and support the sound and visual teams and liaise between them and the creative participants in services
- Establish and encourage best practices for teams, maintain regular communication between the various teams
- Onboard and disciple new musicians and vocalists
- Lead a worship team twice every six weeks
- Fill in on other worship teams when necessary

- Develop an annual ministry budget and be able to work within that budget
- Encourage youth participation in all aspects of the Worship Ministry

Secondary Responsibilities:

- TBD depending on the skills and qualifications of the successful candidate

General requirements:

- Fully agree with Capstone's Statement of Faith, NAB Statement of Faith
- 3-5 years of experience in a worship leadership role preferred
- Able to read music; read and create chord charts for team use
- Able to coach and provide constructive feedback to leaders and team members
- Be in attendance at worship services and special services or provide support to teams in advance of those services