



POSITION DESCRIPTION WORSHIP MINISTRY COORDINATOR

Approved: 04 March 2018 IRS Worker Classification: Employee FLSA Classification: Non-exempt WSFC Ministerial Licensure: N/A	WSFC Employment Category: Regular, Part-Time – 25 hours/week WSFC Staff Category: Support Staff WSFC Hiring Approval Level: Church Administrator
--	---

SUMMARY

The Worship Ministry Coordinator serves the body of West Shore Free Church (WSFC) by providing a broad range of administrative support to the Worship Ministry Team. General duties include administrative support, ministry event coordination and support, volunteer coordination and ministry communications.

QUALIFICATIONS

Ministry Specific

- Worship or music background is a plus
- Organized, detail-oriented and able to manage multiple, concurrent projects
- Self-starter who takes initiative and works well with minimal supervision
- Emphasizes thoroughness, details and effective outcomes
- Ability to work effectively and graciously under pressure
- Enjoys collaboration and being part of a team
- Values direct and open communication
- Works well in a healthy, high-performing environment
- Manifests good character, wisdom, discerning judgment
- Understands and demonstrates the integration of faith with work
- Skilled in oral and written communication
- Proficient in Microsoft Office and personal computer skills (including data entry and ability to learn and use church database and accounting software, online files and documents)

Team

Considering the critical role each employee plays in advancing the mission that God has given us at WSFC, each employee shall:

- Express a credible personal profession of faith in Jesus Christ.
- Affirm our Statement of Faith, our Constitution & Bylaws, our Vision, Mission, Strategies and Values, as well as abide by church positions and policies.
- Demonstrate a strong commitment to the corporate life of our church.
- Become a member of WSFC within one year of employment.

RESPONSIBILITIES

- Coordinate and schedule volunteers for Worship, Tech Support, Communion and special event teams using the church database and software
- Schedule all technical equipment requests for events



POSITION DESCRIPTION WORSHIP MINISTRY COORDINATOR

- Serve as back-up to the Technical Manager, including handling routine sound, video and lighting set-ups
- Oversee and coordinate all churchwide copyright requirements to include reporting and licensing renewals
- Inventory and maintain Worship Team supplies and equipment
- Coordinate churchwide baptisms
- Serve on the Communications Team as a representative of the Worship Team
- Develop and distribute worship-related communication products, including weekly Sermon Notes and Sunday service slides
- Provide worship coordination support for various ministries
- Perform administrative duties in support of the Worship Ministry
- Provide churchwide administrative support, as needed
- Fulfill additional responsibilities as assigned

REPORTING RELATIONSHIPS

The Worship Ministry Coordinator serves under the general authority of the WSFC Elder Board and reports to the Worship Pastor. The position also works collaboratively with staff and volunteers to meet WSFC goals.

WORKING ENVIRONMENT

Moderate physical activity. This includes movement of technical equipment over short distances about 15% of the time. Primarily works in an office environment and may also help with stage set-ups or resets as needed. Work days and work hours will vary to meet ministry needs. Work is generally expected to be accomplished on-site.