



Approved: August 27, 2026 IRS Worker Classification: Employee FLSA Classification: Non-exempt WSFC Ministerial Licensure: N/A	WSFC Employment Category: Regular, Part-Time, 16 hours/week WSFC Staff Category: Support Staff WSFC Hiring Approval Level: Church Administrator
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SUMMARY

The Worship Coordinator serves the body of West Shore Free Church (WSFC) by supporting the mission of the Worship Ministry through the coordination of volunteers and the smooth execution of worship service logistics, with a primary focus on the Worship Venue. Partnering closely with the Worship Director, SVL Technical Manager and Worship & Hospitality Coordinator, this role helps create an organized, welcoming and Christ-centered environment that fosters meaningful worship experiences for the congregation.

QUALIFICATIONS

Ministry Specific

- Organized, detail-oriented and able to manage multiple, concurrent projects
- Self-starter who takes initiative and works well with minimal supervision
- Strong analytical and problem-solving skills
- Emphasizes thoroughness 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
- Service-minded and flexible
- Continual learner
- Proficient in Microsoft Office and personal computer skills, including data entry and ability to learn and use church database software, online files and documents
- Associate or Bachelor's degree preferred. Applicants with related work experience will also be considered
- Worship or music experience, including an understanding of music theory, is a plus

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 and growing personal faith in Jesus Christ.
- Affirm WSFC's Statement of Faith, Constitution & Bylaws, and Mission, 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.



POSITION DESCRIPTION WORSHIP COORDINATOR

RESPONSIBILITIES

- Assist in ensuring the smooth and effective operation of the Worship Venue
- Set up and manage ProPresenter presentation software; program multitrack arrangements and coordinate music keys and arrangements with worship leaders
- Maintain Planning Center Online service orders for the Worship Venue
- Coordinate and schedule volunteers for the Worship, Tech Support, and Special Event teams
- Assist with volunteer recruitment, communicating with volunteers and utilizing Planning Center Online (PCOL) software to schedule and confirm weekly or special event volunteer assignments
- Provide worship coordination support regarding the Student and Children's Ministries, as needed and directed by the Worship Director
- Perform administrative duties in support of the Worship Ministry
- Support Sound/Video/Lighting (SVL) needs related to worship services as needed
- Work in coordination with the Worship and Hospitality Coordinator to ensure an effective worship ministry
- Fulfill additional responsibilities as assigned

REPORTING RELATIONSHIPS

The Worship Coordinator serves under the general authority of the WSFC Elder Board and reports to the Worship Director. 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. Workdays and hours will vary to meet ministry needs, with a strong emphasis on presence during Sunday mornings, worship rehearsals and holiday worship services. Occasional travel may be required.