

Worship Coordinator

First Presbyterian Church – Hastings

General Description:

Understanding that our mission is to share Jesus with our community and world, the church gathers in person or online to reach new believers and encourage each other as a family of faith.

Areas of Responsibility & Accountability

1. Worship Planning
  - a. Plan weekly services in consultation with the Pastor
  - b. Along with the pastor and relevant individuals, establish and maintain a schedule
  - c. Communication:
    - i. With audio and projection people regarding the needs of specific services
    - ii. With the administrative assistant in the preparation of service bulletins, newsletters, and mailings
    - iii. With the volunteers with respect to schedules, training, rehearsals, etc.
    - iv. Monthly meetings with the worship and music committee
  - d. Act as the point person for all worship events; baptism, Christmas, Easter, etc. special worship celebrations.
  - e. Schedule and lead weekly rehearsals of all worship participants
  - f. Coordinate recording and streaming of elements of the service
  - g. Use a variety of music and worship styles and musicians to meet the diverse needs of our church family.
2. Administration
  - a. Coordinate aspects of worship: instrumentalists, vocalists, choirs, decoration, sound, and projection.
  - b. Prepare an annual budget for all worship ministries
  - c. Responsible for the process of purchasing music and maintaining licenses/following copyright laws.
  - d. Coordinate the technical aspects of planning and presentation including, but not limited to:
    - i. Preparation of weekly song/worship slides
    - ii. Confirming compatibility of media/video formats
    - iii. Work with fellow staff as well as vendors/maintenance of equipment
    - iv. Availability for NAPs, FPC ministries or other outside events on the FPC premises
  - e. Carry out specific recommendations regarding worship from Session
  - f. Attend regularly scheduled staff and Worship/Music meetings
3. Accountability
  - a. The daily work of the Worship Coordinator is under the supervision of the Pastor by way of:
    - i. Collaborating and keeping an open dialogue
  - b. As a member of the staff, the Worship Coordinator is accountable to the Session.
4. Qualifications and Abilities
  - a. Demonstrate a growing relationship with Jesus Christ and a Christian lifestyle

- b. Support the vision of worship as directed by the Session through the Worship/Music Team
- c. Have Knowledge of styles and trends in Christian Music and Worship
- d. Demonstrate gifts, abilities, and training in:
  - i. Working cooperatively with teams, musicians, and congregation members
  - ii. Competency and experience and with media software
  - iii. Demonstrating integrity, creativity, and innovation

Hours: 20-30 hours per week

Pay: \$28,000.00 - \$30,000.00 per year