
Worship Service Coordinator Job Description

The worship service coordinator of Hope Lutheran Brethren Church (Hope) will primarily be responsible for planning and directing the Sunday morning worship service experience.

Relationships and Accountability

- Accountability – this position will report to and receive direction from Lead Pastor
- Supervisory relationships – this position will have direct management of ministry team members (facilitators, singers, tech people, and musicians)

Qualifications and Competencies

- Must confess personal faith in Jesus Christ as Savior and live a life that evidences that relationship
- Respect and love Christ's body, the Church and willingness to work in harmony with this local church
- Understand, respect, and support Hope's theological distinctives as a CLB congregation
- Ability to read music, play a lead instrument, and possess competency in leading worship
- Have leadership gifts – inspiring others to follow and join in and nurture creativity
- Be a "team player", able to work cohesively with the church, other staff and volunteer staff
- Love for equipping others to do ministry and wisdom in delegating ministry tasks
- Be self-initiated to pace and complete tasks independently during the week
- Passion for worship, gifting in worship leadership, and experience in leading a worship team
- Experience with technical aspects of worship services and worship technology
- Teachable spirit and ongoing study of planning worship services

Responsibilities and Duties

- Be in prayer for the congregation and especially Hope's worship ministries
- Regularly attend Hope's worship services (with family if applicable), and assigned staff functions
- Select music, plan structure for, and oversee carrying out of Hope's worship services. This includes but is not limited to:
 - Prepare an opening call to worship/chorus/hymn
 - Selecting music or guiding the selection of music cooperating with the pastor for themes, etc.
 - Nurture and lead Hope's worship teams. Recruit members. Schedule and rehearse weekly.
 - Communicate weekly with office staff regarding song/hymn slides, scripture, readings and other items for Sunday projection.
 - Confirm accuracy of song slides for projection each week.
 - Put together the details for the weekly order of worship
 - Keep record of music used in worship services.
 - Coordinate/facilitate musicians and singers in worship services as needed.
 - Recruit and oversee audio/visual teams and equipment.
- As determined through prayer and the following of God's spirit, develop and implement more opportunities for growth of Hope's music ministry.
- Other duties as assigned by the Lead Pastor (Other duties as assigned)

Terms

Hours: This is a *Part Time* position and it is anticipated that this position will require about 8-10 hrs. per week

Benefits: n/a

Compensation: \$15 per hour plus mileage reimbursement