



Worship Coordinator Job Description

Abstract

The Worship Coordinator will work with the Pastor, Worship Committee, Office Administrator, and worship leaders in the planning of all worship services.

- Equip, empower and encouraging participation in services by congregation through:
 - o encouraging congregation to use their spiritual gifts
 - o provide training opportunities for worship teams
 - o coordinate participation
 - o take an active role in worship services including piano and/or organ accompaniment
- Plan and design worship services alongside the Pastor and Worship Committee including:
 - o order of and specific elements of worship
 - o service themes
 - o incorporation of visuals
 - o planning special services
 - o recruitment of volunteers
 - o communicate details to necessary persons (Pastor, Office Administrator, worship participants, etc.)

Accountability

The Worship Coordinator is accountable to the Worship Committee and under the supervision of the Administrative Committee.

Qualifications

- a personal relationship with Jesus Christ
- a passion for leading others in corporate worship for the Glory of God
- demonstrate musical abilities
- demonstrate leadership and the ability to work well in a team environment
- administrative skills including proficiency with appropriate technology
- understand and embrace Reformed theology
- musical education and/or experience in worship planning an asset

The successful candidate will be required to provide:

- proof of a valid driver's license
- a satisfactory current (within last 180 days) criminal reference check including vulnerable sector

Hours and Remuneration

This is a part-time position based on an average of 20 hours per week with an annual salary of \$25,000.