



**WORSHIP COORDINATOR  
POSITION DESCRIPTION  
2021 APRIL**

**TITLE:** Worship Coordinator

**PURPOSE:**

- To provide passionate leadership and direction for the worship life of Bidwell Presbyterian Church.
- To equip and empower the congregation to use their God-given gifts in the worship experience of Bidwell.
- To actively support the vision and purpose of the congregation of Bidwell Presbyterian Church.

**SUPERVISION:** The Worship Coordinator is under the direct supervision of the Head of Staff.

**STATUS:** This is a part-time position with no benefits.

**EVALUATION:** The Head of Staff will perform an annual performance review in cooperation with Personnel.

**REQUIRED QUALIFICATIONS:**

Prayerful agreement with Bidwell Presbyterian Church's purpose statement, vision statement, and core values.

Desire and willingness to serve and function as an integral member of the staff team.

Demonstrated effectiveness as a worship leader

Proven leadership and communication responsibilities in all aspects of congregational worship.

**KNOWLEDGE OF:**

1. Principles and practices of leading and conducting instrumental music.
2. Contemporary worship music repertoire.
3. Basic administrative principles and methods including budget planning and management.
4. Staff and volunteer leadership including work planning/scheduling and direction, recruiting and selection, training and development, and performance appraisal.

**SKILLS IN:**

1. Designing creative and Spirit-filled worship.
2. Coordinating musical and other arts to support thematic and programmatic elements of the pastors' teaching.
3. Leading and coordinating a wide range of artists, volunteers, and pastors.
4. Identifying and encouraging the talents and gifts of congregational members.
5. Initiating and implementing short and long-term worship planning.
6. Evaluating worship experiences.

**MAJOR RESPONSIBILITIES****ARTISTIC AND TECHNICAL LEADERSHIP AND DEVELOPMENT**

1. Serves as the director of the worship teams including contemporary services in the sanctuary at 208 W 1<sup>st</sup> Street.
2. Identifies, develops, and utilizes new worship leaders for the 208 sanctuary and acts as a resource for all worship team leaders, technical staff, and volunteers.
3. Attends worship events, especially on Sunday mornings.

**ADMINISTRATIVE**

1. Ensures a positive overall physical atmosphere for worship.
2. Works with PCO (Planning Center Online) and other necessary communication software to keep volunteers and staff informed of worship elements.
3. Assists with CCLI license-related communications and updates.

**THE WORSHIP LEADER IS EXPECTED TO:**

1. Maintain confidentiality at all times.
2. Be supportive of the church and the church staff in all contact with the church membership and the general public.
3. Perform other tasks as requested.

**RELATIONSHIPS WITH STAFF AND SESSION MINISTRIES:**

1. Attends the weekly meeting on Thursday at 11:30 and as needed meetings regarding worship coordination, coordinating with the pastor(s) on matters pertaining to the administration of worship.
2. Perform additional duties as deemed necessary by the Head of Staff.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee while performing the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and listen. The employee frequently is required to use arms, hands and fingers. The employee must occasionally lift and/or move up to 50 pounds. The work environment is that of an office with a moderate noise level and that of a sanctuary and fellowship hall where the noise level could be moderate to loud. Both environments have controlled temperature. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.