

Job Description: Worship Coordinator

Church: Maurice Reformed Church, Maurice, Iowa

Reports to: Designated Staff Lead

Employment Type: Part-Time

Position Summary:

The Worship Coordinator is a part-time position under the supervision of the Preaching Pastor, Elders, and Worship Core Value Team. This role coordinates and equips volunteers of all ages to lead the church in worship.

Purpose:

To lead and coordinate the effective worship of God by the church and bring people closer to Him through various types and styles of worship.

Mission Statement: Helping People Come to Christ, Grow in Christ, and Belong to His Family.

Vision Statement: Following God, Loving Others

Values: Biblically Based: Worship, Discipleship, Fellowship, & Service

Responsibilities:

The Worship Coordinator holds overall responsibility for the successful completion of the following duties and is encouraged to utilize and delegate to qualified volunteers to support communication, planning, and execution wherever appropriate.

1. Plan and Coordinate Worship Services

- Collaborate with the Pastor, Worship Team, and volunteers to plan weekly and holiday worship services
- Ensure alignment with Biblical truth as well as sermon themes, seasonal rhythms, and the church's mission, vision, and values
- Encourage congregational involvement and identify individuals with gifts in music, drama, and creativity to contribute

2. Oversee Worship Team Scheduling and Rehearsals

- Schedule and coordinate volunteers for worship teams, special music, and rehearsals using Planning Center
- Ensure all roles are filled and rehearsal plans are shared in advance
- Work ahead as directed by the Pastor (aiming to plan one month or more in advance)

3. Recruit and Support Volunteers

- Identify, equip, and support music ministry volunteers of all ages, encouraging spiritual and musical growth
- Create a culture that ignites passion for worship and allows others to take ownership in planning and leading

4. Support Creative, Visual, and Technical Worship Elements incorporating volunteers on any of these tasks as needed

- Select and incorporate new music into services. New music should align with Scripture and the Values of Maurice Reformed and should be reviewed by the Worship Core Value team before being incorporated into worship services.
- Coordinate with others for visuals, stage design, and use of sensory elements in worship
- Enter songs and edit verse orders in relevant software, such as SongShow Plus
- Print and distribute chord/lead sheets for instrumentalists
- Import slides from relevant software, such as Canva and create sermon slides using provided backgrounds (May work with Administrative Assistant to accomplish)
- Ensure SongShow Plus content and other visual elements are service-ready

5. Facilitate Rehearsal Planners and Worship Services

- Oversee preparation and leadership of rehearsals and services for Sunday worship, holidays, and other requested events
- Provide guidance to volunteer Rehearsal Planners and participate in rehearsals, retaining primary responsibility for rehearsals and song selection while creating space for volunteers to take the lead

Duties of Rehearsal Planner Role (Volunteer-Based)

- Select songs for services according to themes
- Gather and start rehearsals with prayer or devotion
- Lead rehearsals and communicate needs with the Worship Coordinator
- Regularly lead, fulfill, or participate as Rehearsal Planner and praise team member during worship services, with flexibility to empower volunteers to lead, ensuring a dynamic role without overburdening any one person.
- Promote personal responsibility among team members for setup and cleanup of music materials from rehearsals and services

6. Coordinate with Staff and Guest Leaders

- Work closely with the Pastor, Youth Pastor, Secretary, and guest preachers to prepare for services
- Assist in planning youth-led services when needed and ensure guest speakers have necessary support

7. Lead Worship Core Value Team Activities and Meetings

- Organize and lead monthly Worship Core Value Team meetings
- Prepare agendas and take minutes for distribution to Consistory
- Participate in the planning of the annual worship ministry budget
- Encourage collaboration, creativity, and spiritual discernment in meetings

8. Manage Administrative and Compliance Tasks

- Maintain Planning Center details for volunteers and services
- Communicate and resolve any last-minute song changes to ensure bulletin accuracy
- Coordinate piano and organ maintenance, referring major repairs to the Worship Team
- Submit expenses and complete CCLI reporting to ensure copyright compliance

9. Support Conferences and Special Projects

- Plan and coordinate special services such as but not limited to the Full Send Conference during normal working hours
- May choose to volunteer beyond normal work hours or delegate to a team for broader coordination

Expectations:

- Part-time employment, averaging approximately 15 to 20 hours/week in an onsite role with flexibility to set schedule during regular business hours.
- Attend weekly staff meetings and other church leadership gatherings.
- Meet weekly with the Pastor for collaboration and planning
- Be highly communicative, organized, and collaborative
- Record and submit hours and monthly summary of work
- Participate in annual employee evaluation
- Be an active member of the MRC staff and church community, modeling servant leadership

Qualifications:

- Maintain a personal, growing relationship with Jesus Christ
- Believes, accepts, and supports the mission, vision, and values of Maurice Reformed Church, a member of the Kingdom Network of Churches
- Commitment to working collaboratively as part of a team and the broader church body
- Passion for music and fostering the growth of spiritual gifts in volunteers within the worship ministry
- Effective leadership, high-level communication, and strong organizational skills
- Ability to multi-task, delegate, and empower others
- Fluency in worship arts, including spiritual discernment, creating space for the Spirit's movement, and visibly leading worship on stage
- Heart for worship required; gift of music preferred
- Proficiency in or willingness to learn worship technology (Planning Center, SongShow Plus, sound systems, etc.)
- No formal music degree required; relevant experience preferred
- Willingness to become a member of MRC within six months of hire

Physical, Mental, and Emotional Requirements:

- Ability to move freely throughout the church facility and worship areas; navigating stairs is preferred but not required (accommodations can be made)
- Able to stand for extended periods during rehearsals and services
- Strong mental focus to manage multiple details, schedules, and communications simultaneously
- Emotional maturity and spiritual discernment to lead worship in a way that reflects Christ's love and encourages others
- Capable of handling feedback, resolving conflicts, and supporting a diverse team with grace and professionalism
- Able to remain calm and flexible in dynamic or high-pressure situations, especially during live service

https://www.indeed.com/viewjob?jk=d5fc5a45a8cfd1a7&from=shareddesktop_copy