

# Part-Time Worship Coordinator

**Snapshot:** Second CRC in Grand Haven has been a church in Classis Muskegon since 1882. Currently the church staff is made up of a new Pastor (7/2022), Youth Pastor, Administrative and facilities support staff. The worship coordinator position is vacant.

## About the Position

- The Part Time Worship Coordinator will oversee the general music programs of the church in consultation with the pastor.
- The Part Time Worship Coordinator will develop and schedule teams of instrumentalists and vocalists and will facilitate practice for Worship Team.
- He or she will have excellent communication skills with an innate attention to programming detail.

## Vision

- Transforming Hearts for Christ

## Values

- Spiritual vitality
- Responsiveness
- Dependability
- Excellence

## Goals and Expectations

- Along with the Pastor and the Worship Ministry Team, develop and execute a vision for worship.
- Plan weekly worship services in conjunction with Pastor and Worship Ministry Team, keeping in mind liturgical flow, congregational involvement, balance of styles, genres, and instrumentation.
- Ensure each service is a reiteration of the Gospel story.
- Select music for the service, prepare music binders for Praise Team, organize music.
- Identify and mentor worship leaders and musicians in the church.
- Develop worship teams and lead them in intentional rehearsals.
- Identify and invite members to participate in various ensembles, developing a sense of community within each group.
- Depending on musical gifts, coordinate with other ensemble leaders including choir, bell choir director, brass ensemble, organists, etc.
- Develop and communicate schedules of worship team, sound/AV/technology, and Communion.
- Prepare PowerPoint slides for music and administer licenses.
- Attend Worship Ministry Team, which meets monthly to discuss and plan worship at Second CRC.
- Manage the Worship Ministries budget.
- Oversee maintenance and repair of instruments.
- Attend monthly staff meetings and regular one-on-one meetings with the Pastor.
- Other duties, according to personal interests, or as assigned by the Pastor.
- Attend general worship services and participate in all 'whole-church' fellowship events and ministries as a faithful member of the flock.

- Participate in associations of church musicians/worship theologians.

### **Education and Experience**

- A bachelor's degree in music (preferred, not required).
- The ideal candidate will likely have prior worship experience in a church or para-church ministry.

### **Knowledge, Skills, and Abilities**

- Musically talented in a variety of musical genres (traditional, praise team, choral)
- Self-motivated and self-directed with a high degree of motivation and enthusiasm
- Willingness to take advantage of further professional and program development opportunities.
- Embrace Second CRC's philosophy of worship.
- Solid understanding of the Christian Reformed theological tradition.
- Significant experience (5 years+) in worship/music leadership (preferred)

### **Personal Characteristics**

- Demonstrates growth in and modeling of a relationship with Jesus Christ
- Mature, humble leader with excellent interpersonal skills
- Passionate about the church and its mission, including those who are not yet members of Second.
- A demonstrated high level of integrity and discretion.
- A strong work ethic and high energy.
- A team player and team builder who focuses on the good of the entire ministry and can inspire others to work together to achieve organizational excellence.

### **Supervision**

- Reports to Pastor
- Annual performance review led by pastor, supported by HR and Council

### **Other significant facts**

- Active engagement in the life and ministry of Second CRC.
- Wholehearted agreement with doctrinal standards of the CRCNA.