

Individual:

Accountable to: Hi-Crest Campus Lead Pastor

FLSA Classification: Exempt

Supervises:

Work schedule:

Flexible 15 hours per week must be available for ministry work outside of 8:30 AM–5 PM, Mon.– Fri. Needs to be available for services on Sunday mornings and Wednesday evenings.

Fellowship Bible Church Mission:

Fellowship Bible Church exists to help people find and follow Jesus Christ.

Position Mission:

The worship ministries at FBC help people find and follow Jesus Christ by inspiring biblical worship.

Vision: We see transformed lives pleasing God through intimate worship.

Essential Functions:

Core

- Work collaboratively with the Lead Pastor and Worship Pastor to develop and implement ministry functions on Sunday mornings and Wednesday evenings.
- Proficient in leading worship and rehearsals.
- Compose, transpose and arrange programs that engage participants.
- Proficient knowledge of technology, sound, lighting, ProPresenter and video projection.
- Identify volunteer resources and needs.
- Work collaboratively with FBC staff at both campuses to build and maintain a strong team environment to accomplish the tasks necessary to serve and support the ministries and events of Fellowship Hi-Crest.
- Oversee and develop worship ministries for Sunday mornings and Wednesday evenings.
- Manage the growth and expansion of programs.
- Mentor and recruit volunteers to serve in the worship ministry.
- Attend staff meetings on Tuesday mornings at the Main Campus.
- Be available to help lead special events as they come up on the Fellowship Hi-Crest calendar
- Lead worship 2x per year at the Main Campus.

Administration

- Stay current with worship styles, technology, and delivery to effectively bring the life of Christ to participants.
- Monitor progress and completion of projects assigned within ministry areas, faithfulness and undistracting excellence is the goal.
- Monitor program budgets. Report excess and shortages to supervisor.

- Provide supervisor with timely reports on ministries, budgets, projects, missions, and other areas as requested.
- Commit to personal growth.
- Set example for others to follow. It is essential for church leadership to be a role model and consistently walk with the Spirit. This may be expressed by: transparency in a personal relationship with Christ, intense prayer life, continual dependence on grace, servant-heart for others, strong team work ethic, flexibility, teachability, authentic love for non-believers to know Christ, balanced relational life with family and others, and a balanced financial condition.

Ministry Areas:

- Staff and team recruitment and development:
 - Recruit or seek creative ways to engage and inspire teams for each area of ministry.
 - Oversee teams in conducting, rehearsals, and programming.
- Communications:
 - Inform staff and team of programs and assignments.
- Leader Training and Recruitment:
 - Inspire teams with creativity and energy.
- Program Planning:
 - Lead worship that inspires participants to live a life that glorifies Christ.
 - Offer wisdom and insight on music trends.
- Pastoral
 - Provide care and leadership for the worship ministry.
- Additional assignments as directed by church leadership.

Performance Measurements:

- **Multiple worship teams being disciplined in Christ and leading others in worship.** *As a leader of leaders, the Worship Coordinator will equip others to lead beyond himself and sharing the ministry load as well as discipling the next generation of worship leaders.*
- **A cohesive worship staff team with clear communication of expectations and responsibility.** *We need the Worship Coordinator to mentor the worship team through daily interaction helping them to understand their roles and take leadership responsibility to implement set strategies that reach objectives laid out by the elders.*
- **A congregation growing in their worship of God inside as well as outside the church.** *We need the Worship Coordinator to lead, teach, and call our congregation into authentic worship before God.*
- **A joyful and encouraging relationship between elders, lead pastor, and staff providing effective and courageous leadership to the church body.** *We need the Worship Coordinator to be a team player, cultivating relationships between the elders and staff through clear communication and the celebration of transformation through God's work in and through us.*

- **Volunteer and staff teams consistently deliver high quality programs.**
- **Participants are engaged through worship at services** and report stories of meaningful songs, events, and life outside of organized worship settings.

Qualifications, Skills, and Abilities:

- **A proven record of leadership in worship; implementing a vision through a multi-staff team.**
- **People skills to mentor creative, vibrant volunteers and musicians in the humble, selfless, sacrificial worship of Jesus.**
- **Musical skill and ability to authentically lead a younger and multi-ethnic congregation in worship.**
- **A knowledge and understanding of a healthy ministry staff and environment.**
- **An adequate level of administrative skills using systems to solve problems, frustrations, bottlenecks and limitations in a growing ministry environment.**
- **A pattern of Christian ministry throughout the Christian experience.**
- **Successful experience as a worship leader on a ministry staff.**
- **A commitment to the local church expressed through involvement.**
- **Effective communicator (Verbal, written and body language).**
- **Ability to prioritize and manage your work to effectively and efficiently to accomplish tasks with excellence.**

Physical Demands:

- Communicate effectively with all levels of individuals, varying backgrounds and environments.
- Lift and move items up to 50 lbs.
- Sit or stand for long periods of time.
- Focus intently on creating curriculum, connecting with individuals, and listening well.
- Read documents and work for extended periods of time on the computer.

Work Environment:

FBC desires to encourage and support staff in an authentic and joyful ministry together. We desire each staff person to be fulfilled and thriving in his or her relationship with God, spouse (if married), and family (if children). FBC is experiencing exponential growth, which means exponential change. We are here to facilitate a ministry with people and resources so each thrives to a cohesive and effective ministry. We provide a salary package that takes the emphasis away from meeting material needs and frees time to serve the Lord, family and others with passion, focus, excellence and creativity. We encourage growth that will challenge, encourage and refresh staff personally, as well as the respective ministries of oversight.

This job description does not state or imply that these are the only activities to be performed by the staff member holding this position. Staff is required to follow other job-related instructions and to perform other job-related responsibilities as requested by their supervisor.



Worship Coordinator
Job Description

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on FBC. An individual seeking an accommodation should contact the Lead Pastor.

Wages are determined by the scope of the position and the experience of the incumbent. Information on wages and available benefits (such as vacation, paid sick leave, holiday pay, health insurance, etc.) attributed to this position will be discussed separately.

Job descriptions are not intended to and do not create employment contracts. FBC maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature

Date

Employee Print Name

Supervisor Signature & Title

Date

Supervisor Print Name