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*Proposed Job Description/Feb. 2021/proposed and accepted by Personnel and  
Session Feb. 2021/re-presenting to Personnel March 2, 2021*

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Worship Coordinator

First Presbyterian Church – Hastings

General Description:

Understanding that our mission is to share Jesus with our community and world, the church gathers in person or online to reach new believers and encourage each other as a family of faith.

Areas of Responsibility

1. Worship Planning

- a. Plan weekly services in consultation with the Pastor
- b. Along with the pastor and relevant individuals, establish and maintain a schedule
- c. Communication:
  - i. With audio and projection people regarding the needs of specific services
  - ii. With the administrative assistant in the preparation of service bulletins, newsletters, and mailings
  - iii. With the volunteers with respect to schedules, training, rehearsals, etc.
  - iv. Monthly meetings with the worship and music committee
- d. Act as the point person for all worship events; baptism, Christmas, Easter, etc. special worship celebrations.
- e. Schedule and lead weekly rehearsals of all worship participants
- f. Oversee recording and streaming of elements of the service if unable to meet in person
- g. Use a variety of music and worship styles and musicians to meet the diverse needs of our church family.

2. Administration

- a. Oversee all aspects of worship: instrumentalists, vocalists, choirs, decoration, sound, and projection.
- b. Prepare an annual budget for all worship ministries
- c. Oversee the process of purchasing music and maintaining licenses and stay within the bounds of copyright laws.
- d. Oversee the technical aspects of planning and presentation including, but not limited to:
  - i. Preparation of weekly song/worship slides
  - ii. Confirming compatibility of media/video formats
  - iii. Work with fellow staff as well as vendors/maintenance of equipment
- e. Carry out specific recommendations regarding worship from Session
- f. Attend regularly scheduled staff and W/M meetings

3. Accountability

- a. The daily work of the Worship Coordinator is under the supervision of the Pastor
  - i. Collaborating and keeping an open dialogue
- b. As a member of the staff, the Worship Coordinator is accountable to the Session.

4. Qualifications and Abilities

- a. Demonstrate a growing relationship with Jesus Christ and a Christian lifestyle (both Session and Staff position)
- b. Support the vision of worship as directed by the Session through the Worship/Music Team (both Session and Staff position)
- c. Have Knowledge of styles and trends in Christian Music and Worship
- d. Demonstrate gifts, abilities, and training in:
  - i. Working cooperatively with teams, musicians, and congregation members
  - ii. Competency and experience and with media software
  - iii. Demonstrating integrity, creativity, and innovation

Hours: 20-30 hours per week