

# EMMANUEL CHURCH

## Position: Worship Coordinator

**Stipend Position:** Part Time; approx 10-12 hrs/wk; compensation based on experience

**Reports to:** Worship Lead

**Purpose:** Assist Worship Lead, as a member of the Experience Core Team, with worship team building and coaching, worship service planning and execution, and overall management and implementation of the worship ministry.

### Essential Responsibilities

#### Administrative and Planning Responsibilities

- Design, create, publish, and distribute monthly e-newsletter with worship volunteer spotlight, worship news, and worship devotion
- Plan and execute two worship ministry events per year for community-building (examples: team luncheon after church with devo time; catered team/jam night)
- Attend approx 3 out of 4 monthly service planning meetings (generally Thursdays between 1 and 3pm)
- Attend approx 2 out of 4 staff meetings per month (generally Wednesdays at 1pm)
- Assist with planning of worship elements of Emmanuel strategic events (e.g. Fall Fest, Summerfest, Worship Nights)
- Work closely with other members of the experience core team to thoughtfully and prayerfully select music and integrate new songs that align with biblical doctrine and the church's statement of faith.
- Assist with keeping Planning Center files and People organized and current

#### Team Leadership Responsibilities

- Reiterate and cultivate a culture/community within the worship ministry that expresses Emmanuel's core values (loving others, authentic relationships, Christ-centered worldview, simple excellence) and aligns with the overarching mission of the church (i.e. love God, build community, make disciples)
- Exhibit relational leadership: Maintain intentional awareness of team member's strengths, weaknesses, and areas for growth, and encourage the team toward biblical worship (e.g. worship as a lifestyle, not an event)
- Assist Worship Lead with recruiting, interviewing, and onboarding new team members
- Assist Worship Lead with the musical and spiritual training and development of new team members
- Assist musicians with needed resources week to week (e.g. helping instrumentalists find stem tracks, tutorials, and click tracks)
- Assist singers in finding vocal reference tracks (front line singers only)

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- When needed, attend rehearsals as Coach role (you may be asked to attend one rehearsal per month, as a Coach, during a week in which you are NOT leading)

## **Worship/Experience Responsibilities**

- Work closely with Experience Team (i.e. experience coordinator, experience lead, worship lead, production lead, and teaching team) to design services that are well-prepared and well-executed, spirit-led, and compelling.
- Lead (or assist in leading), approx. 24-30 worship sets per year. In other words, twice per month plus special services (e.g. holidays, worship nights). "Leading" will be defined as: guiding and directing one's team as well as the congregation, vocally and instrumentally, from the platform and within the "front line".
- Assist in the planning and execution of special worship services (e.g. Easter, good friday, Christmas, worship nights)
- Collaborate with, and assist, production/comms team with regard to creative and captured-content associated with worship/experience

## **Experience/Qualifications**

- A clear testimony and ongoing spiritual growth; evidence of sanctification and daily time in the Lord's presence
- A high level of character and integrity within the community; above reproach
- Full agreement with Emmanuel's doctrinal statements, mission, and vision
- 5 years experience in leading and developing musical teams
- Highly proficient in musical performance; vocal and instrumentation
- A bachelor's degree or higher in music, worship arts, ministry, marketing, business, leadership, or similar (experience may count in lieu of formal education)
- A clear "call" to ministry and alignment with the core values of Emmanuel's culture
- Spiritual Gifts: leadership, administration, mercy
- Team builder/team player; excellent large group communication
- Biblical understanding of worship and ability to teach this to others
- Compassionate, relational, approachable, emotionally-stable
- Able to manage volunteers

## **Church Website**

[www.theemmanuelchurch.com](http://www.theemmanuelchurch.com)