

Worship Coordinator

Description:

The Worship Coordinator's primary responsibility will be to plan, implement, execute, and evaluate worship, including service formats, themes, and any special programs to facilitate spiritual maturity. He will lead members and visitors of Warrensburg Church of Christ in praise and worship through weekly themes in lessons and songs. He will coordinate these themes with the minister and other staff coordinators to ensure that all areas are in tune with that theme.

Responsibilities:

1. Directs and provides leadership to components of the worship service in partnership with the minister.
2. Leads the planning of all aspects of the worship service in coordination with other staff coordinators, directors and minister. Ensure the flow of the service by rehearsal, if necessary.
3. Tailors the worship experience to honor God and meet generational, cultural, and community needs.
4. Serves as a mentor by encouraging adults, youth, and children to grow in their faith by experiencing and participating in worship activities.
5. Plans, implements, and evaluates worship themes and coordinates these themes with other church leadership in order to maintain the theme at all educational levels.
6. Coordinates in a timely manner and assists the song leader as needed in the selection of songs to enable the power point presentation to be developed.

General Responsibilities:

1. Be a regular attending member of Warrensburg Church of Christ.
2. Attend the monthly coordinators/men's meetings, and any other meetings required by the minister.
3. Meet regularly with the minister as needed at a time mutually agreed upon to discuss his requirements and any planned activities.
4. Coordinate worship events/activities with other church leaders to minimize conflict with their planned activities.
5. Provide a timely and accurate schedule of worship service/activities and keep the congregation informed of events by coordinating the publicity for worship services/activities through the appropriate channels provided by the church (e.g. monthly newsletter, special mailings, posters, bulletin announcements, web page, etc.).
6. Remain accessible (by phone and email as a minimum) to youth, parents, and church leadership and inform them when a method of contact changes.
7. Notify church leadership as soon as possible about all unforeseen absences from regularly scheduled event and provide a suitable substitute in the case of an anticipated absence.