



JOB DESCRIPTION

JOB TITLE: Part-Time Worship Coordinator (12 – 15 Hrs Wk.)
LOCATION: Hudson, IA
REPORTS TO: Lead Pastor

SUMMARY

The Contemporary Worship Leader working in conjunction with the Senior Pastor and Elders is responsible for the music elements of a Worship Gathering to assist in fostering an environment where people can come to know Jesus more fully.

Ministry Expectations for Worship Coordinator

- To assist in planning with Pastoral Staff to plan musical selections for contemporary worship service.
- Provide weekly up-front musical leadership and assigned worship tasks from Pastoral Staff during Contemporary worship service.
- Recruit, develop, and encourage volunteers for music and audio team.
- Develop current and future worship team members through training and rehearsals.
- Direct the Media Volunteer regarding video projection for weekly worship services.
- Manage volunteer scheduling through Planning Center Online
- To provide for substitute musicians and singers as needed in a timely manner.
- To provide for his/her own absences from a pool of volunteers within the Praise Team in advance.
- Collaborate with Pastor on the design of special services (i.e. Christmas, Easter)
- Responsible for set up and take down as necessary with volunteers of Contemporary musical elements in the sanctuary.

Administrative Expectations

- Maintain overall knowledge and capability in church music appropriate to contemporary worship.
- Attend Annual conferences, global leadership summit, staff trainings.
- Attend Worship Committee meetings (Monthly), staff meetings (Weekly)
- Maintain the church's library of music for the contemporary service in binder or digital form.
- Oversee the maintenance and purchase of musical instruments and equipment used in contemporary worship within specified budget limits and authorized channels.
- Develop and monitor annual ministry budget.
- Select and purchase music as necessary within specified budget limits and authorized channels.

Requirements

- Strong musical abilities, strong communication skills and administratively responsible.
- Experience in building and managing volunteer teams.
- Skilled at recruiting volunteers for Music and Productions/AVL.
- Proficiency in Planning Center Online.
- Servant and compassionate heart, natural leader.
- Knowledge and experience of worship leadership in unique rural settings.
- Experience in discipleship and spiritual development.
- Commitment to moral purity.

SUPERVISORY RESPONSIBILITIES

- Supervise and coach volunteers in all areas of Next Generation Ministry.

OTHER SKILLS AND ABILITIES

- Exhibits an abiding and growing relationship with Jesus Christ.
- Possesses strong relational skills
- Effective at shepherding and team building, with the ability to lead with a spirit of discernment.
- Possess an ability to clearly and effectively communicate with volunteers of all types.
- Ability to communicate and establish effective working relationships with all levels of people, conveying a genuine concern for their needs and a desire to provide exceptional service.
- Possess strong organizational skills.
- Oversee the finances of ministry areas.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang. Ability to speak effectively before groups.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The building is multi-level with several sets of stairs, but is handicap accessible and equipped with an elevator. It is a nonsmoking environment.

APPLICATION REQUIREMENTS

- Cover Letter - explaining why you desire to be considered and why you feel you would be a good fit at CCOH.
- Resume
- Explanation of your philosophy of ministry or teaching children and students.
- 3 references
- Videos or Links to you leading in worship service or setting.

Email all materials to jobs@ccohonline.org or mail to Community Church of Hudson PO Box 60 Hudson, IA 50643