



Worship Coordinator Job Description and Responsibilities

GENERAL INFORMATION

Position Title:	Worship Coordinator
Commitment:	29 hours per week
Reports to:	Worship Pastor
Purpose of the Position:	
Overview:	The Worship Coordinator position requires a passion for details, people, music, and Jesus. This communicative individual will provide musical and administrative prowess behind the scenes to help build resources for a growing worship team. This self-starter will use their administrative skills to help carry out the vision of the Worship Pastor. They will help foster a deeper community within the team by planning and facilitating team meetings, get-togethers, and hangouts. They will also be the first touch point for new volunteers and will collaborate with paid musicians to make sure everyone has the information they need to join us for the first time or the 100 th time.

PRIMARY RESPONSIBILITIES

Administrative

1. Resources: Prepare and purchase charts, tracks, mp3s, and other materials for worship events. Manage digital library of materials in PCO. Manage physical worship materials. (when needed)
2. On-Ramp New Team Members: Manage workflow for adding people to the team. Help facilitate auditions alongside worship pastor. Connect paid and guest musicians with HR and make sure needed paperwork is in place. Assist worship pastor in scheduling substitute musicians.
3. Meetings: Attend all required staff meetings. Take notes at weekly worship team meeting, FRST, and Sunday Morning Huddle.
4. Worship Team Gatherings: Plan, organize, and communicate the details related to any worship team get-togethers. (e.g., Dinners, Team trainings, Hangouts, Etc.)

Sunday Morning and Music

1. Worship Leader: This person will lead worship (instrumentally or vocally) alongside the team often. Lead worship or sing for Special Events, Wedding, and Funerals when needed.
2. Runner: Gets water, food, printed material, and other random needs that can pop up during rehearsals and services.
3. Production Assistance: Helps execute the vision for a given Sunday in the space between musician and technician. Helps craft the sound and flow of a service according to the vision of the worship pastor.

Creative and Tech

1. Planning: Assist in researching, planning, creating songs, music, worshipful elements, etc. for worship gatherings.
2. Set Designs: Help design, create, implement Set Designs.
3. Recording: Help facilitate the Worship Pastor's need in the studio to make the recording process as smooth and efficient as possible.

Preferred Time Commitment

- 29 hours a week
 - Monday, Tuesday, Wednesday – 9am-5pm
 - Sundays – 6:30-11:30
 - Special events.
 - Schedule will flex to accommodate worship nights, team gatherings, all staff events, etc.
- Willing to be flexible with a school schedule if needed.

Required Qualifications

- Heart for worshipping Jesus.
- High diligence, administratively gifted, organized, efficient and professional.
- Model a welcoming presence for people interested in the team.
- Adept Musician
 - Understand basic music theory.
 - Preferably competent with the Nashville number system.
 - Ability to make chord charts.
- Play an instrument.
- Proficiency in Microsoft Office (including Outlook, Word, Excel, PowerPoint, and SharePoint), skilled in data entry, and familiarity with databases.
- Minimum of 2+ years' experience in church work and or worship ministry.
- Excellent written and verbal communication.

Preferred Qualifications

- College degree or equivalent experience
- Familiar with Planning Center Online.
- Familiar with the recording process, logic and or pro tools.
- Able to lead worship vocally.

To apply, email interest letter and resume to apply@fellowshipdallas.org