

Kanata Community Christian Reformed Church Worship Coordinator Job Description

Abstract

The Worship Coordinator will work with the Pastor, Worship Committee, Office Administrator and worship leaders in the planning of all worship services.

- Equip, empower and encourage participation in services by congregation through:
 - o Coordinate participants
 - o Take an active role in worship services including piano, or guitar, and vocals
 - o Provide training opportunities for worship teams
 - o Engage the congregation during the service
 - o Encouraging congregation to use their spiritual gifts
- Plan and design worship services alongside the Pastor and Worship Committee including:
 - o Order of and specific elements
 - o Service themes
 - o Incorporation of visuals
 - o Planning special services
 - o Recruitment of volunteers
 - o Communicate details to necessary persons (Pastor, office administrator, worship participants, etc.)

Accountability

The Worship Coordinator is accountable to the Worship Committee and under the supervision of the Administrative Board.

Qualifications

- A personal relationship with Jesus Christ
- A passion for leading others in corporate worship for the Glory of God
- Demonstrates musical abilities in a lead instrument such as guitar or piano
- Demonstrates leadership and the ability to work well in a team environment
- Administrative skills including proficiency with appropriate technology
- Understand and embrace, or learn and embrace Reformed theology
- Musical education and/or experience in worship planning an asset

Expectations

- Availability to lead 'in-person', with no less than 6 Sundays off/year,
- Schedule and host mid-week practices with music team
- Organize and schedule musicians to lead the Sundays for which she/he is not available
- Other duties as assigned; for e.g., attend worship committee meetings, building rapport with musicians in various ways
- Stay in touch with the Pastor so that the worship services are cohesive and the music matches the theme, set, and season

Hours & Compensation

This is a part-time position based on an average of 10-14 hours per week. Pay is \$325 per week

To apply, please send your resume/interest to Andrea Ward at adminKCCRC@KCCRC.com