



## Worship Ministry Coordinator

- **Position Summary:**
  - The Worship Ministry Coordinator will support a congregationally engaged worship in prayer & song to Christ by managing the musicians & band equipment, along with providing creative & administrative support to the Pastor of Worship Ministries.
- **Reports to:** Pastor of Worship Ministries
- **Primary Responsibilities:**
  - Collaborate with the Worship Ministries team to plan, prepare for, & execute Christ-centered weekly & special worship services
  - Collaborate with other pastors/staff regarding planning of worship services & special elements of services
  - Schedule baptism candidate interviews & baptism dates
  - Manage the musicians & band equipment
    - Recruit, train, & efficiently coordinate band members
    - Create & maintain musical files for band use
    - Oversee musical equipment setup & cleanup for rehearsals and services
    - Oversee maintenance/upkeep of musical equipment
  - Coordinate BlastZone, Team 56, & preschool live worship
  - Effect a culture that's consistent with the ministry values of Heritage Baptist Church
  - Handle administrative tasks as assigned by the Worship Pastor
- **Secondary Responsibilities:**
  - Assist with managing local outreach partnerships
- **Minimum Qualifications:**
  - A born again believer in Jesus Christ that is proven by a life of holiness and biblical priorities
  - Personal values and characteristics:
    - Demonstrates creativity, adaptability, flexibility, & initiative
    - Demonstrates passion for discipleship
    - Demonstrates warmth and hospitality
    - Demonstrates a sensitivity to & awareness of different musical preferences
    - Demonstrates an ability to inspire people to action
    - Demonstrates competent musical ability
    - Models a lifestyle of community/togetherness
    - Models collaboration across teams, genders, generations, & ethnicities
    - Models vulnerability & humility
    - Models a lifestyle in alignment with mission
  - Education:
    - Minimum of a Bachelor's degree; musical degree preferred

- Prior experience:
  - Proficient use of computers; Google suite; Planning Center, ProPresenter, Finale, Ableton Live, Multitracks Playback
  - Leading a musical group (band/choir/etc.)
  - Planning & leading worship services
- **Preferred Qualifications & Skills:**
  - Both vocal and instrumental ability