new life church

POSITION DESCRIPTION
PART-TIME WORSHIP COORDINATOR

POSITION TITLE: Part-Time Worship Coordinator

SUPERVISED BY: Lead Pastor

POSITION SUMMARY

The Part-Time Worship Coordinator serves in a team ministry and helps lead New Life Church in Christ-centered, biblically faithful, and well-prepared corporate worship. This person coordinates worship services, develops and supports volunteer musicians and vocalists, and collaborates closely with pastors, staff, and technical teams. The coordinator will foster worship that reflects our mission of helping people find New Life in Christ, Community, and Calling.

JOB QUALIFICATIONS

A committed follower of Jesus Christ who demonstrates spiritual maturity and ongoing growth. A belief in God's Word and the doctrines of the Reformed Faith. A heart for congregational worship and a desire to help people participate meaningfully in the worship of God. Strong musical, communication, organizational, and interpersonal skills. Demonstrated ability to lead volunteers, receive feedback with humility, and work well in a team environment. Willing to become an active participant in the life and ministry of the Church and the community. Embraces and lives into the staff's stated values.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Worship Planning and Leadership

- Plan and coordinate weekly worship services in collaboration with the Lead Pastor and other ministry staff.
- Select songs and other worship elements that are biblically faithful, congregationally accessible, and aligned with the sermon and service theme.
- Lead worship regularly and ensure that services are prepared with excellence, consistency, clarity, grace, and truth.
- Prepare service plans, song arrangements, chord charts, and other resources needed for worship.
- Leads and coordinates Sunday morning and Wednesday evening children's worship services in partnership with the Children's Ministry Team Coordinator.
- Manages the children's Christmas program and year-round youth musical performances.

2. Volunteer Team Development

- Recruit, schedule, train, encourage, and develop musicians, vocalists, and other worship volunteers.
- Create a healthy team culture marked by spiritual growth, prayer, preparation, humility, honesty, and mutual respect.
- Provide clear expectations, timely communication, and constructive feedback to team members.

3. Rehearsals and Sunday Coordination

- Plan and lead effective rehearsals so that volunteers are musically and spiritually prepared.
- Help arrange worship leadership for special services, including Christmas, Holy Week, assist with weddings, funerals, and other church events as assigned.

4. Technology and Production Partnership

- Work closely with sound, projection, and livestream volunteers to support reliable Sunday worship services.
- Ensure lyrics, service cues, tracks, and other media are accurate and available to the appropriate teams in advance.

5. Spiritual and Ministry Leadership

- Lead worship from a posture of prayer, theological care, and pastoral sensitivity.
- Encourage worship team members to grow as disciples of Jesus, not only as musicians or platform leaders.
- Participate in staff meetings on Tuesday mornings and ministry meetings as requested.
- Support the broader ministry of New Life Church and collaborate with other ministry areas when worship leadership is needed.

6. Administrative and Organizational Duties

- Manage assigned worship ministry expenses within the approved budget, maintain music libraries, and licensing records.

EXPERIENCE AND EDUCATION

- Previous experience leading congregational worship preferred.
- Demonstrated vocal and instrumental ability; proficiency on piano or guitar preferred.
- Working knowledge of worship planning software, presentation software, and basic audio-visual systems preferred.
- Formal training in worship ministry or music is valued but not required.

POSITION EXPECTATIONS

- This is a part-time position with a schedule that includes regular Sunday mornings, rehearsals, planning time, staff coordination, and occasional special services.
- The Worship Coordinator will participate in regular performance and ministry development conversations.