

**Position:** Worship Ministry Coordinator

**Classification:** Full time, Non-Exempt

**Reports to:** Worship Pastor

### **Purpose**

Coordinate for worship ministry by managing, planning and maintaining communication, schedules, and systems for high-level efficiency and cohesiveness.

### **Experience**

- 3 years administrative or clerical support experience for a large team or department.
- Strong communication skills both written and verbal.
- Excellent organization, calendaring, proactivity and prioritization skills.
- Ability to build effective individual and team relationships.
- Strong skills working in Microsoft Outlook, Word and Excel, as well as the ability to learn new software.
- Preferred experience with payroll processing, Planning Center Online (PCO) and Church Community Builder (CCB).

### **Key Skills & Responsibilities**

- Assist Worship Pastor with calendaring, travel needs, monthly credit card reports, and other administrative needs; work with Worship Pastor and spouse to assist with family calendar needs.
- Manage worship team payroll, including the management of contractors for the ministry area; assist in creation and management/tracking of worship ministry budget, MAPS, and team evaluations (M&M).
- Manage worship-related communication in all directions (between staff team, campus teams, ministries, congregation members, and community) to ensure effectiveness, collaboration and follow through; includes support through e-mail follow up, written and verbal communication and weekly team meetings.
- Provide hospitality for worship ministry meetings & events; serve as team coordinator for special services and events involving worship.
- Closely collaborate between worship and production teams to create successful environments for all people to worship freely.
- Manage all relevant shared worship team documents; Assist Music Director(s) in ensuring worship leader schedule and PCO are current; assist in the onboarding and assimilation of new team members (contractors/musicians).
- Assist in creating, improving, and implementing processes that enhance the effectiveness and organization of the worship ministry.
- Oversee the creation of content for blogs posted to website and social media accounts.
- Oversee forms and applications for worship interest via CCB.
- Serve as point of contact for album administration, along with managing marketing and distribution plans at locations and online.

**Measurements of Success**

- Model the Church of Eleven22's mission, purpose, and core values.
- Making of disciple-making disciples.
- Efficiently meets deadlines.
- Anticipate needs of Worship Ministry.
- Exercises maturity and leadership while interacting with the worship team, staff Worship Leaders and Worship Pastor.