

HARVEST COMMUNITY CHURCH
Job Description for Worship Coordinator

Purpose of Position

To develop and lead the worship/music ministries of the church.

Job Responsibilities

1. Oversee all aspects of music and worship, including all support teams (sound, lighting, a/v presentation, etc.).
2. Develop worship team (s) to lead the congregation in worship, including:
 - a. Recruiting team members and utilizing congregational resources as appropriate
 - b. Providing spiritual leadership and development of participants (i.e., shepherding)
 - c. Providing musical training for instrumentalists and vocalists (personally or through others)
 - d. Leading worship and developing other worship leaders
3. Plan and lead regular and special services in consultation with the staff team.

Job Expectations

This position is task-oriented rather than hours-oriented. Compensation will be given as a salary rather than hourly wages, and will be *based on an expected typical work week of 12-15 hours*. However, to help give an idea of how one might spend time, as well as what our expectations are, this section gives further details about what the job responsibilities might look like in a typical week (average number of hours follow in parentheses).

1. Preparation for public worship services
 - a. Personal planning and preparation (2)
 - b. Meeting with staff (2)
 - c. Rehearsing with team (2-3)
 - d. Team development outside of rehearsals (1-2)
 - e. Sunday preparation (1-2)
 2. Musical support for special services/events (e.g. men's retreat, Good Friday, Christmas Eve, prayer vigils) (1). Obviously these events are seasonal and sporadic; one might go two months with zero hours, then spend 15 hours in two weeks, but over the course of the year it should not exceed 52 hours total.
 3. Staff functions
 - a. Staff meetings (2)
 - b. Staff retreat (annual, two days)
 4. Miscellaneous (1)
- Regular attendance at normal church functions designed for the *entire body* is expected, whether or not the Coordinator has specific responsibilities. These would include such events as weekly worship services (10 am) and Corporate Prayer services (9 am Sundays), and monthly prayer emphases.
 - What "counts" as "work" and what is considered normal church life? This is not an issue for fulltime staff members, but here are the general guidelines for this part-time staff position: Any event for which the Coordinator provides service that requires time beyond that expected of a faithful church member counts as work hours, but the church event itself does not. E.g. On a Sunday morning, the Worship Coordinator is at HCC from 7:00-12:00, preparing for sound check from 7:00-7:30, practicing with the worship team from 7:30-8:30, attending Prayer Service and Worship services from 9:00-11:30, then tearing down or debriefing with others afterwards for 30 minutes, for a total time at HCC of five hours. Work hours would include the time spent in preparation

BEFORE the services and tearing down afterwards (7:00-8:30 and 11:30-12:00), or two hours, but not the time spent during the prayer and worship services themselves. This is where a ministry position differs from a secular part-time job, as it recognizes the spiritual value of being part of a body and participating in the corporate life of that body on a regular basis, just as any committed Christian does, but rewards the staff member for extra work required to help execute those events.

Harvest's Worship Values

1. Worship takes place 24/7, and is not defined only or primarily as what happens during a worship service.
2. There is an audience of One in corporate worship: God.
3. Worship is participation, not something people watch. The congregation will engage in worship. We regularly invite the congregation to participate in worship through such elements as singing, prayer, silence, Scripture reading, etc.
4. Prayer is a vital element in worship. Worship should lead people to the throne of God. Few things are less satisfying than singing great songs about God, closing the set, and quickly transitioning to something else. Calling people to worship through prayer is a major part of our corporate experience—within worship sets and to culminate worship sets, with a variety of styles (e.g., designating people in advance to pray at certain spots of the service, opening up the floor for anyone to pray, prayer in groups, silent prayer, etc.).
5. Worship is much more about heart than style. Churches can worship through a variety of worship styles. Having said this, we value blended worship, incorporating (as far as music is concerned) both contemporary and traditional (even as we understand the challenge of defining “contemporary”). Harvest typically has leaned more towards a contemporary style but still employs hymns, both in their classic, original arrangements and in contemporary arrangements, blending these elements in a larger contemporary context.
6. The worship leader is an equipper, not only of worshippers, but of other worship leaders. We desire our worship coordinator to be someone who leads through, develops, and incorporates others rather than centering everything around one personality or style.

Qualifications

1. A committed, growing believer in Christ whose lifestyle is worthy to emulate.
2. Acceptance of evangelical biblical doctrine as outlined in our statement of faith and full endorsement of Harvest's vision and philosophy of ministry.
3. A team player who is willing to sacrifice personal goals for the greater benefit of the church.
4. Ability to resolve conflict in a healthy, biblical manner.
5. Good organizational and interpersonal skills.
6. A leader who is enthusiastic, creative, positive, and a self-starter.
7. Ability to handle confidential information appropriately.
8. Ability to develop a total worship ministry using a variety of musical styles within our philosophy of worship ministry, including equipping others and not doing all the leading yourself.
9. Ministry experience leading non-professional worship teams.
10. Excellent musicianship, a mature understanding of worship, plus passion and ability in leading worship.

NOTE: This is a part-time position currently (approximately twelve-fifteen hours), but could grow into a full-time position in the future. We are also open to consider establishing this as an interim ministry position (six – twelve months) that could be converted to a permanent position later.