

**Summit Avenue Presbyterian Church
403 South Summit Avenue
Bremerton, WA 98312**

POSITION DESCRIPTION

TITLE: **WORSHIP COORDINATOR**

MISSION STATEMENT: Growing disciples in all generations by loving God, loving others, and serving the world.

INCLUSION STATEMENT: We welcome all persons regardless of race, ethnic origin, worldly condition, sexual orientation, or gender identity. All the sacraments, celebrations, privileges, and responsibilities of church participation and leadership are available to each person who responds in trust and obedience to God's grace in Jesus and desires to become part of the mission and ministry of Christ's Church.

PURPOSE: To plan, coordinate and provide leadership for the music elements of worship at Summit Avenue Presbyterian Church.

ACCOUNTABILITY: The Worship Coordinator is accountable to the Session through the Pastor and the Worship Committee.

QUALIFICATIONS:

- Have a sound theological understanding of worship in a Reformed context
- Have an appreciation and understanding of a variety of music styles and preferences, eg. choral music, hymns, and praise songs
- Have experience in leading congregational singing
- Able to work with a range of instrumental and vocal musicians
- Able to utilize Google Drive and Proclaim projection software
- Has a good working knowledge of the tech equipment used in worship: sound board, computer, streaming equipment, cameras
- Able to work well with pastoral and office staff, music and tech volunteers

RESPONSIBILITIES:

- Work with pastor/preacher to select music elements for weekly worship services
- Recruit, train, and foster community with musicians at Summit
- Regular Sunday morning music leading
- Coordinate schedule of music leaders for pre-/post-service music, congregational singing, special music. To include rehearsals and Sunday morning worship time.
- Coordinate seasonal choir (6 weeks Advent/Christmas, 6 weeks Lent/Easter)
- Manage weekly worship lineup details
- Work with office staff to prepare and confirm Proclaim slides for services
- Oversee Sunday morning run-thrus
- Coordinate tech team and tech team calendar
- Participate in Tuesday staff meetings at least once a month
- Participate in monthly Worship Committee meetings

PERSONNEL POLICY ADDENDUM

RELATIONSHIPS: The Worship Coordinator works under the supervision of the Pastor in performing assigned duties and responsibilities

PERIOD OF PERFORMANCE: Weekly worship services and occasional services such as Holy Week and Christmas Eve. If it is necessary to be absent for a period of time or a scheduled service, the Worship Coordinator is responsible for finding a replacement.

WORKING HOURS: Approximately 10 hours per week.

COMPENSATION: \$12,240 per year

CONTINUING EDUCATION: Attendance at continuing education events is strongly encouraged. The costs for attendance are negotiable.

EVALUATION: Performance reviews will be conducted annually by the session Personnel Committee and the pastor as head of staff. The session Personnel Committee will annually review the adequacy of compensation.

VACATION: 2 weeks paid vacation.

I am in agreement with the terms of this Position Description.

_____	_____
Signature of Employee	Date
_____	_____
Signature of Church Representative	Title of Representative