

Waypoint Church

Job Description

Job Title: Campus Worship Coordinator

Department: Worship Ministry

Reports To: Campus Pastor

FLSA Status: Non-Exempt, Part-Time

SUMMARY

The Worship Coordinator at a campus plant is a member of the Waypoint Ministry Staff. The coordinator will be responsible for providing leadership and oversight for worship and AV environments at the campus plant. The coordinator will partner closely with the Campus Pastor and Central Team to align worship services and special gatherings with the policies, mission, and vision of Waypoint Church. The coordinator will provide leadership to volunteers across the Worship, and Production Teams.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ministry

- Lead worship team rehearsals, including all instrumentalist and singers.
- Recruit and develop instrumentalists, singers, and worship leaders to assist in worship ministry.
- Recruit, train, and provide support for volunteers serving on the Production Team.
- Manage volunteer serving schedules.
- Coordinate with all appropriate staff in designing cohesive worship experiences.
- Assist in production components, including stage set-up, lighting, sound, and presentation elements.
- Use approved platforms for communication, worship ministry, data tracking, and volunteer training.
- Monitor budget and steward resources in alignment with ministry goals.

General Expectations

- Align with organizational vision, goals, values, and policies.
- Represent staff values well to other staff, volunteers, parents, and the church.
- Work well within a team.
- Attend all staff meetings, retreats, and conferences as directed.
- Maintain flexible working hours as determined by the needs of the ministry.
- Begin and end projects within reasonable timeframe.
- Proficient with current technology and communication tools.

PERSONAL QUALIFICATIONS

Character Traits

- Passion for Christ, the gospel, and the local church
- Evidence of continued spiritual growth
- Participation in the life of the church

- High integrity and strong work ethic
- A teachable and enthusiastic learner
- Self-directed team player
- Maintains confidentiality

Gifts, Skills, and Talents

- Creative and innovative
- Good listener
- Service-oriented
- Administrative
- Strong oral and written communication skills
- Ability to organize multiple projects
- Ability to discern needs and respond appropriately
- Maintains composure under pressure

EXPERIENCE

- Faithful service within worship ministry
- Track record of success in developing and leading volunteers and teams

EDUCATION

- Bachelor's degree in a related field is preferred.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those employees encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires sitting and viewing a computer monitor for extended periods of time, manual dexterity, bending, stooping, walking, reaching, moderate lifting (50 pounds), good hearing, voice control, and good vision. The noise level and the work environment are usually moderate.