



Job Title: Worship Coordinator

Reports To: Pastor for Ministries

Position Status: Part-time

Summary of Position

The primary responsibility of the Worship Coordinator is to nurture a culture of worship authenticity and excellence at Gateway Church.

Character

- Models the biblical standard of personal conduct and lifestyle that is expected of all Gateway Church covenant members. (Eph. 4:1)
- Fully participates in the life of the church as an active covenant member by gathering, grouping, giving, and going. (Acts 2:42)
- Submits to and supports the leadership of the church elders. (Heb. 13:17)
- Demonstrates integrity in all facets of life. (Psalms 101:2, 119:1; Prov. 10:9)
- Glorifies God with the humble use of spiritual gifts. (Rom. 12:3-8)
- Pursues an active relationship with God through prayer and the Word. (Rom. 12:12, Col. 4:2)
- Demonstrates an eagerness to repent and believe the gospel. (Matthew 3:8; Mark 1:15)
- Gives regularly and generously of time, talent, and treasure to Gateway Church. (Prov. 11:24-25; Matthew 6:19-21; Acts 20:35)
- Pursues a healthy lifestyle by treating the body as the temple of the Holy Spirit (1 Cor. 6:19-20) and seeks to balance work with rest (Exodus 20:8-11; John 15:5).

Job Competencies

- **Interpersonal Savvy:** Relating comfortably and openly with diverse groups of people.
- **Collaborates:** Builds partnerships with others to meet shared objectives.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Demonstrates Self-Awareness:** Understands personal strengths and weaknesses.
- **Situational Adaptability:** Adapts approach and demeanor in real time to match the shifting demands of different situations.
- **Communicates Effectively:** Uses multi-mode communication that is prompt, clear, honoring, professional.
- **Directs Work:** Delegates tasks, organizes tasks, and removes obstacles to get work done.
- **Drives Results:** Consistently achieves results, even in difficult circumstances.



Duties and Responsibilities

Worship Coordinator

1. The Worship Coordinator will lead and cultivate a culture of worship during weekday activities and weekend gatherings at Gateway Church.
2. The Worship Coordinator will ensure that Gateway Worship is well-prepared and authentic, overseeing all aspects of worship planning and execution.
3. The Worship Coordinator will coordinate worship teams, including scheduling, selecting songs, and providing musical direction.
4. The Worship Coordinator will collaborate with pastors and other team members to align worship themes with sermon series and church events.
5. The Worship Coordinator will develop and implement strategies to enhance the worship experience, including incorporating multimedia elements and fostering congregation engagement.
6. The Worship Coordinator will stay current with trends in worship music and technology, exploring new resources and opportunities for innovation.

Miscellaneous Responsibilities

This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties, including but not limited to the following, may be assigned:

1. Provide assistance with miscellaneous duties during the gathering, including first steps, baptisms, communion, etc.
2. Host a table or serve at Wayfinder and/or other events.
3. Assist in various ways with large-scale events like Easter, Send Month, Immerse, Kids Week[end], Christmas, etc.

Physical Requirements:

Essential job function: Duties [1] through [4] are designated as ADA essential functions and must be performed in this job. All other job duties are secondary functions.

1. Ability to continuously stand, sit, and/or walk.
2. Ability to bend, climb stairs, and/or lift occasionally.
3. Ability to lift 5 to 30 pounds occasionally.
4. Ability to squat occasionally.
5. Ability to communicate continuously with other people.
6. Ability to operate computers continuously in order to complete necessary office work.
7. Ability to frequently comprehend physical and/or digital documents and frequently prepare physical and/or digital documents.

Work Environment

1. May occasionally work in temperatures above 95 degrees and below 32 degrees.
2. May occasionally walk on slippery or uneven surfaces.
3. Noise level in the environment is frequently loud.



- 4. May occasionally work outdoors.
- 5. May continuously work indoors within closed office spaces.

Office Hours and Work Schedule

- 1. Office Hours: Sundays, 7a-3p. Tuesdays, 1p-8p. Wednesdays, 1p-5p.

Organizational Relationship

- Primary Supervisor – Pastor for Ministries
- Supervises: Worship Team Volunteers

This job description is subject to change at any time.

Applicant Name

Date

Manager Name, Title

Date