

Immanuel Lutheran Church
Crosby, MN
Job Description
Worship Coordinator

VISION: Assist Pastor in creating and implementing Sunday and Special Services during the annual church year. Prepare detailed final documentation for bulletins, power point, musicians, lectors and techs weekly. Assist the Office Manager & Member Ministry Coordinator with day to day assignments as needed.

REPORTS TO: Office Manager

RESPONSIBILITIES:

- Connect weekly with Pastor and musician team to create worship plan for services
- Secure and maintain copyright coverage as needed for music used in worship and other ministries.
- Connect weekly with Office Manager and Members Ministry Coordinator to address specific needs for the week
- Complete annual review process each year
- Support/Supervise the following music staff members: Handbell Choir Director, Worship Musicians and Worship Accompanists/ including annual review process for Handbell Director.
- Attend staff meetings.
- To be part of the larger ministry team at Immanuel.
- To be responsible to promote and model unity, harmony, and healthy communication and respect with other staff members and members of the congregation in the ongoing life and mission of the faith community.
- Be active in the life of the congregation (if they are a member here) and to grow as a disciple of Christ.
- To be an advocate for the life, mission and ministries of Immanuel.
- Assist Office Manager with projects or assignments as needed.

QUALIFICATIONS:

Be a person of the Christian faith

Ability to pass background check

Proficient in PC's, Microsoft applications; Word, Excel and Publisher and any other software necessary for position.

Musical skills and training, appreciation of varied music and of worship styles

Effective written and verbal communication skills in both small and large-group settings.

Personal initiative to complete tasks with minimal supervision.

Ability to handle multiple tasks and establish priorities

Understands the importance of confidentiality within the job/faith community

JOB DUTIES:

Connect weekly with Pastor to consult on Scriptural texts, version of scripture, worship themes, special events/needs for each service.

Connect weekly with Members Ministry Coordinator and Office Manager to plan weekly project needs.

Create rough draft/working copy of weekly worship plan for Pastor's review, tweaking and final approval. Create and route/post hard copies of Scripture Readings for office and congregational participants. Coordinate special needs for worship services as needed (i.e. baptisms, decorations, CDs, Temple Talks, arrangements for musicians, etc.)

Update and maintain "What's Happening" calendar on a weekly basis and post.

Coordinate with Pastor on next month's scripture listing.

September 2020

JOB DUTIES CONT:

Create Worship & Study article for Immanuel's newsletter and route to Office Manager

Proof Bulletins as needed.

Maintain a song file on each group (Churchyard and Wing and A Prayer) with songs and copyright information they use repeatedly

Prepare detailed final documentation for bulletins, power point, musicians, lectors and techs weekly.

Oversee Coordination of Worship Plans for services at Immanuel, physical needs, decorations, CDs/DVDs, and participant needs (i.e. – Lectors, Techs, Prayers, Musicians, Power Point, Bulletins, etc.)

Secure and maintain copyright coverage as needed for music used in worship and other ministries.

Attend semi-annual calendar sessions

Submit monthly newsletter article (include monthly scriptures per Pastor)

Submit a yearly written report for the Annual Meeting in February

Supervisory skills and duties as needed for this position / i.e. Music Staff Members

Other duties as assigned.

September 2020