

WORSHIP COORDINATOR

Job Description

Part-Time, non-exempt, 20 hours/week.

Responsible for supporting the Providence worship ministry in the areas of music preparation, scheduling, volunteer organization, and planning for the church's overall worship programs.

JOB RESPONSIBILITIES

- 1.** Maintain chord charts, MP3s, and all other musical resources in Planning Center.
- 2.** Ensure sequence, song arrangement, tracks, etc are all accurate.
- 3.** Oversee the organization of volunteers in PCO (volunteer tags, teams, etc.)
- 4.** Schedule all bands and vocalists for Providence worship services and special events at least eight weeks in advance.
- 5.** Ensure weekly resources for volunteers are correct: Mp3s, charts, song sequence etc.
- 6.** Creative collaborator for arrangements and instrumentation.
- 7.** Serve as a musician in band as needed.
- 8.** Oversee all reporting for CCLI, Truist, Worship Cast, etc.
- 9.** Manage Contracts, Invitations, and subsequent Check requests for hired players or other musicians.
- 10.** Assist in leading rehearsals, worship services, and other events as needed.
- 11.** Assist in auditions for Band and vocal auditions for the worship team.
- 12.** Coordinate hospitality for the Green Room each Sunday as well as team appreciation dinners, and other special events.
- 13.** Help plan and produce special services, including Easter, Christmas, Missions Festival, etc.
- 14.** Write and arrange lead sheets for instrumentalists as needed (Strings, horns, etc)
- 15.** Play for funerals and other special events as needed, or schedule others as needed.
- 16.** Work with pastors to coordinate songs, and other special details for funerals as needed.
- 17.** Schedule quarterly tuning for piano in the amphitheater.
- 18.** Attend Monday morning Staff meetings.
- 19.** All other duties as assigned.

APPLY

Visit pray.org/apply and fill out the application.