The Village Community Presbyterian Church

POSITION DESCRIPTION

POSITION: **WORSHIP COORDINATOR**

REPORTS TO: Worship Director

DEPARTMENT: Worship Ministry

CLASSIFICATION: Non-Exempt | Hourly

HOURS/WEEK: 28 Hours | 52 Weeks Per Year

DATE: Revised September 2026

I. PURPOSE OF POSITION

Support the church's mission and ministry by providing administrative, organizational, and ministry coordination for worship. In collaboration with the Director of Worship Ministries, pastoral staff, the Worship Commission, volunteers, and ministry participants, this position facilitates the planning, coordination, and execution of worship services and other worship-related activities that reflect the church's commitment to Following Jesus for Life and the Reformed tradition of the Presbyterian Church (U.S.A.).

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Worship Planning and Coordination

- Collaborates with the pastors, Director of Worship Ministries, and the Worship Commission in planning Sunday worship, seasonal services, and special worship experiences.
- Schedules and coordinates musicians for wedding and memorial services.
- Coordinates the administrative and logistical details required for worship services and other approved worship-related events.
- Implements ministry goals and initiatives established by the Director of Worship Ministries and church leadership.
- For worship-related events, coordinates communication and task execution among pastors, musicians, liturgists, volunteers, the Chancel Guild, technical teams, Communications staff, and Facilities staff.

Sunday Worship Services

- Creates, typesets, proofreads, and produces printed and digital orders of worship in coordination with pastoral staff and Worship Ministries.
- Submits song lyrics, credits, licensing information, and worship content for presentation and livestream systems.
- Serves as a point of contact and provides logistical support for liturgists, conductors, musicians, and worship leaders under the direction of the appropriate pastor.
- Ensures guest preachers are paid on the day of their presentation.
- Communicates audio, video, livestream, rehearsal, and facility needs to the appropriate staff and volunteer teams.
- Coordinates chancel setup for services, including the pulpit, flowers, etc.

Choir, Music Ministry, and Administrative Responsibilities

- Coordinates music ordering, distribution, collection, cataloging, and storage in cooperation with music librarians.
- Coordinates substitute section leaders, guest soloists, instrumentalists, and other musicians as assigned.
- Maintains choir and ensemble rosters, attendance records, registrations, calendars, and participant communications.
- Coordinates rehearsal logistics for choral, instrumental, handbell, children, and youth music ministries.
- In collaboration with the Music Coordinator, provides administrative support for choir tours, retreats, festivals, and special events, including registration, scheduling, fee collection, and approved contracting.
- Maintains CCLI and other applicable music licensing records, reporting, permissions, and compliance documentation.
- Provides day-to-day administrative support for the Worship and Music Ministry.
- Assists with departmental purchasing, check requests, invoices, reimbursements, budget tracking, and recordkeeping in compliance with church policies and approval requirements.
- Maintains accurate paper and electronic records for musicians, volunteers, events, contracts, licensing, music resources, and ministry activities.
- Maintains ministry calendars, production schedules, deadlines, contact lists, databases, and shared planning resources.
- Performs other related duties as assigned by the Director of Worship in support of the church's worship and music ministries as assigned by the Director of Worship.

Volunteer Coordination

- Schedules, equips, and supports lay readers, liturgists, ushers, and other worship volunteers in coordination with the responsible ministry leaders.
- Works with the Usher Coordinator and other volunteer leaders to recruit, schedule, communicate with, and support volunteers for worship services,

seasonal services, and special worship events to ensure appropriate staffing for worship services and special events.

III. QUALIFICATIONS AND EXPERIENCE REQUIRED

- Exemplifies in word and action a personal commitment to Jesus Christ as Lord and demonstrates God's love through interactions with members, non-members, volunteers, visitors, and staff.
- Supports the mission, vision, values, polity, and worship practices of The Village Community Presbyterian Church and of the Presbyterian Church (U.S.A.).
- A bachelor's degree in music, Worship Arts, Arts Administration, Communications, or a related field is preferred; equivalent education and relevant experience will be considered.
- Three or more years of experience in church ministry administration, arts Administration, event management, music ministry, or a related field preferred. Experience with liturgical worship and familiarity with Reformed worship traditions preferred.
- Ability to read music and work effectively with vocal and instrumental musicians.
- Background or experience in choral sacred singing, instrumental music, or ministry preferred.
- Experience coordinating concerts, performances, worship services, or large-scale events preferred.
- Excellent organizational, administrative, project coordination, proofreading, written communication, and verbal communication skills.
- Ability to manage multiple projects, shifting priorities, confidential information, and firm deadlines with accuracy and discretion.
- Demonstrates sound judgment, integrity, reliability, accountability, and poise under pressure.
- Maintains a cooperative team spirit and genuine care for church members, visitors, volunteers, musicians, and staff.
- Demonstrates a servant-leadership approach, adaptability, and a willingness to support the church's broader mission.

IV. TECHNICAL KNOWLEDGE AND EXPERIENCE REQUIRED

- Proficiency with Adobe InDesign, Microsoft Office 365, including Word, Excel, Outlook, and shared calendars.
- Experience with Planning Center, ProPresenter, Adobe InDesign, Constant Contact, or comparable platforms is preferred.
- Ability to create and maintain spreadsheets, correspondence, databases, schedules, programs, booklets, and other printed or digital documents.
- Familiarity with audio, video, presentation, and livestream production environments.

- Working knowledge of Microsoft and Apple operating systems and common office equipment.
- Knowledge of music licensing and copyright administration, including CCLI reporting and compliance.

V. WORKING RELATIONSHIPS AND AUTHORITY

- Works under the direction of the Director of Worship Ministries and collaborates with pastoral staff, the Worship Commission, ministry directors, church staff, volunteers, musicians, and approved contractors and vendors.
- Coordinates volunteers and contract musicians within assigned responsibilities but does not exercise pastoral, ecclesiastical, personnel, budgetary, or contractual authority independently.
- All commitments, contracts, expenditures, and personnel actions must comply with church policies and the authority delegated by the Session to the Director of Worship or Session-authorized church leadership.

VI. FAITH COMMITMENT

Demonstrates an active, growing Christian faith; supports the church's vision of Following Jesus for Life; respects the Reformed tradition and Presbyterian polity; and exemplifies Christian character, integrity, hospitality, and servant leadership in all interactions.