



Worship Coordinator

Status: Part-Time Salaried; Overtime-Eligible
Time Required: 20 hours per week (salaried)
Workweek: Varies; includes Sundays
Compensation: Annual Salary Range: \$25,000 - \$29,000
Benefits: Paid vacation time; Quarterly soul-care days; 9 paid holidays; Technology Allowance of \$30/month; flexible schedule; flexible work location, mix of some required on-site and some remote work.

Context:

LifePointe Church is located in Fort Collins, CO, less than a mile from Colorado State University, one hour from Rocky Mountain National Park, and averages between 250 and 300 in weekly attendance. LifePointe exists to glorify God and make gospel-driven disciples by engaging people in the unexpected joy of a life more and more dependent on Jesus. More info available at ShareTheLife.org/jobs.

Role:

The Worship Coordinator will champion the ministry of worship at LifePointe Church. He is responsible for the big picture execution of weekly worship services and their effectiveness in accomplishing our mission. He will work with the pastoral team to set the direction of the ministry, establish quarterly objectives, and build healthy teams with healthy leaders.

Requirements:

- Exemplify the leadership character qualities listed in 1 Timothy 3:1-7 and Galatians 5:22-23
- Articulate, demonstrate, and provide references attesting to a calling in vocational ministry
- Commit to the Mission, Core Values, and Vision of LifePointe Church & the Worship Arts Ministry
- Consider LifePointe their "home church" and participate as a fully invested member
- Spiritual maturity and wisdom to oversee the growth and development of a healthy team
- Strong musical skills and an ability to mobilize teams to inspire people to worship through music
- Vocal training preferred with ability to develop other support vocalists in singing harmony parts

Relationships:

Reports to: Pastor of Vision & Preaching
Supervises: Worship Team Volunteers

Responsibilities:

- Lead Worship 2-3 times per month for the Sunday Worship Service
- Lead weekly Worship Service Planning Meeting
- Develop Volunteers - recruit, audition, and coach volunteer instrumentalists and vocalists
- Schedule Volunteers for Sunday Services through Planning Center Online
- Coordinate Volunteers and tech needs for weddings, funerals, and concerts
- Set personal and ministry goals quarterly with Pastor of Vision & Preaching
- Ideally this candidate could coach support vocalists and lead the weekly vocal rehearsal
- Help establish and manage the Worship Ministry Budget

The Ideal Candidate:

The ideal Worship Coordinator is someone who feels called to vocational ministry. This person has strong musical skills particularly in training support vocalists. They may also have strong leadership

skills in developing volunteers as well as administrative skills in organizing services and coordinating volunteers.

Contact: Email Resume, 2 References, (and if possible a video recording of you leading worship) to jobs@sharethelife.org.

Time Allocation: 20 hours per week

Hour allocation is strictly an approximation of the average time per month and should be used as a guide for time management rather than the letter of the law.

Prayerful Planning & Administration of songs	3 hours
Service Planning Meeting Prep, execution, & follow up	3 hours
Sunday Morning	4 hours
Mid-week Rehearsal	3 hours
Staff Meeting	1 hour
Relationship Building Meetings Over Coffee/lunch (funded with budget dollars)	2 hour
Supervisor Meeting including prep & follow up	2 hour
Assistance with Volunteer Scheduling	1 hour
Coordinate Weddings/Funerals/Events	1 hour

Total 20 hours per week