



Ancaster Christian Reformed Church

OUR VISION: *"To Be a Spirit-Filled Community of Christ-Centred Worship and Witness"*

Worship Ministry Coordinator

Date Approved: December 11, 2017

Date Revised: November 7, 2017

Position Purpose

To develop and coordinate ACRC's worship ministry by providing knowledgeable leadership in the areas of planning excellent and authentic worship experiences and equipping worship team members.

Responsibilities

Worship Planning and Coordinating

- Work with worship team members and staff to ensure worship experiences are a blessing to both God and his people in consultation with the worship committee and lead pastor.
- Coordinate the liturgy for all worship services in accordance with the predetermined sermon schedule and themes, ensuring:
 - Paying special attention to the liturgical calendar
 - the inclusion of varied musical styles and song selection
 - the inclusion and coordination of drama, visual arts, and special musical
 - participation of all ages
 - liturgies are completed two weeks in advance
- Attend Worship Committee meetings as required

Worship Team Leadership, Equipping, and Coordination

- Mentor and encourage members of the worship teams to grow in their musical and worship leadership skills
- Provide and assign musical accompaniment for the musical selections chosen. This responsibility shall include:
 - Oversight and scheduling of the organist, pianist, praise teams, choir, instrumentalists
 - Practice alongside and providing leadership to all practicing of music selections for worship (praise teams, choirs, etc.)
 - Playing music: organ, piano, etc.
- Communicate on a regular basis with the worship teams and/or their leadership to ensure confident implementation of the liturgies
- Ensure all worship teams include a balance of gifts

- Provide music in worship support to programs related to the ministries of ACRC including Youth and Young Adult Ministry, Outreach Ministry, Sunday School, etc.
- To lead choirs or other instrumental groups, praise teams for worship services
- Prepare through rehearsals and/or practicing both with teams and personally
- Identify and incorporate into worship service the variety of gifts within our congregation.
- Attend and provide leadership and guidance to meetings of the Worship Ministry
- Coordinate all visual presentations related to worship service i.e., music selection, liturgy within the Easy Worship program or other related program and the accompanying print copy for worship service distribution

- **OTHER:**
- Personal and professional development
- Maintain communications with staff and volunteers to ensure that administrative tasks of the church are carried out in ways that are efficient and fully integrated into the overall ministry of Ancaster CRC
- Purchase of music and instruments
- Maintain copyright procedures for music
- Arrange for maintenance and repair of instruments
- Maintenance of music materials and library of music
- Performs such other responsibilities as from time to time are deemed necessary by Council in order to accomplish the role

Time and Reporting: 15-20 hours per week

- Accountability:
 - Direct: Senior Pastor
 - Indirect: Worship Committee and Human Resources Committee
- Functional Relationships:
 - Senior Pastor and Pastor of Faith Formation
 - Chair of Worship Committee
 - Administrative assistant