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office@northgatebaptist.ca

## Part Time Worship Coordinator- Northgate Baptist Church

Northgate Baptist Church is seeking a dedicated and organized individual to join our team as a permanent part-time Worship Coordinator. The Worship Coordinator will play a vital role in ensuring the smooth operation of our Sunday worship services by undertaking and overseeing various aspects of music preparation, scheduling, and coordination.

### Worship Coordinator Job Description

#### Music Planning & Preparation:

- Plan, organize and help lead Music for Worship Services in coordination with volunteer worship leaders.
- Plan and select worship songs that focus on exalting Jesus, God the Father and the Holy Spirit above all else. The culture and demographics of the church are also to be considered when choosing songs.
- Ensure all necessary music sheets are printed and distributed to musicians and vocalists in a timely manner.
- Coordinate with the appropriate licensing authorities to ensure compliance and prevent copyright issues.

#### Scheduling & Team Coordination

- Schedule musicians, vocalists, PowerPoint operators, sound, and video technicians for Sunday services.
- Coordinate, Encourage and Recruit members for worship teams and AV roles.
- Maintain regular communication with worship team members via email and text to confirm availability and scheduling details.
- Provide oversight to ensure all positions are filled and prepared for each service.

#### Sunday Service Oversight

- Ensure all music-related elements for the Sunday service are prepared and ready by Friday or Sunday morning.
- Coordinate with sound technicians to ensure equipment is set up and functioning properly for rehearsals and services.
- Be involved in Sunday morning services as needed (announcements, prayer, etc.)
- Provide support and assistance to worship team members as needed during rehearsals and services.

- Other duties as agreed upon with the pastoral staff.

## Communication & Collaboration

- Work closely with the pastors and other church leaders to plan worship services (e.g. music, prayers) in cooperation with the Holy Spirit's guidance and with the overall vision and theme of the church.
- Meet regularly with their supervising pastor for weekly mentorship and accountability.
- Maintain open communication with worship team members, providing encouragement, feedback, and support as needed.
- Provide mentoring and growth opportunities to potential team members.
- Write up an annual report and present a budget request to the board yearly.

## Qualifications:

Previous experience in worship ministry or music coordination preferred.

Strong organizational and time management skills.

Excellent communication and interpersonal skills.

Proficiency in music theory and the ability to read music sheets.

Familiarity with various music genres, including contemporary worship and hymns.

Ability to work effectively in a team-oriented environment.

Commitment to the mission and values of Northgate Family Church.

**Hours:** Up to 20 hours per week, flexible scheduling.

## To Apply

If you are passionate about worship ministry and have the skills and experience to excel in this role, we would love to hear from you! Please submit your resume and a cover letter detailing your relevant experience and why you are interested in serving as our Worship Coordinator.

## Contact

Northgate Baptist Church

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*Note: This position will require some evening and weekend availability for rehearsals and Sunday services.*