

CENTRAL BAPTIST CHURCH – Saint Paul, MN

Worship Coordinator Job Description

Central's Worship Coordinator is responsible for creating a variety of worship experiences that blend traditional and contemporary features into weekly 50- to 55-minute gatherings using various styles, leaders, musicians, instruments, drama, graphics, art, lighting, and technology.

1. Design and plan weekly Sunday worship celebrations (in collaboration with the Senior Pastor), seeking to align each week's components with the service's theme; including communion services (typically the first Sunday of the month) and the ten minutes before services
2. Recruit (and rehearse, if needed) worship participants (vocal and instrumental) – providing supporting documentation
3. Make sure presentation slides for all services are prepared, proofed, and assembled (announcement loop and sermon slides will come from other sources.) The current software utilized is Presenter, but general computer skills and confidence is preferred.
4. Communicate equipment and lighting needs and their placement for services to the Audio-Visual Tech Team
5. Include pertinent video clips or dramatic vignettes (using Central's Drama Troupe), on a regular basis (every six to eight weeks)
6. Supervise worship-related personnel, such as accompanists and the choir director; coordinate with the AV Tech and the Operations Manager; schedule replacements for yourself and others, as needed
7. Schedule maintenance and oversee service contracts on worship-related equipment
8. In collaboration with the Senior Pastor, plan and coordinate up to four annual events: Thanksgiving Eve, Christmas Eve, Maundy (Holy) Thursday or Good Friday, and one other
9. Communicate seasonal preparations and sanctuary set-ups/change-overs to the Operations Manager
10. Utilize friends of Central who have excellent musical gifts, attend occasionally, and are willing to participate
11. Oversee the Worship Department Budget