

Cityview Worship Coordinator Job Description

ROLE SUMMARY

The Cityview Worship Coordinator (CWC) is called to administer and produce all aspects of music and worship, including recruitment, training, and leadership of a varied worship ministry for the Cityview campus of Grandview Christian Church, in harmony with Grandview's vision and values and in conjunction with the Minister of Worship Arts.

QUALIFICATIONS

- Be willing to join Grandview as a member, if hired
- Be a growing and committed disciple of Jesus
- Possess strong leadership, organizational, and communication skills
- Be caring, approachable, and passionate about church ministry
- Be evangelistic in ministry approach
- Be relationship and team oriented, with experience in building effective teams and identifying competent leaders
- Demonstrate a willing submission to executive ministry leadership and a commitment to excellence
- Live a life of integrity, which flows from Gospel transformation
- Musical proficiency in instrument(s) and/or vocal performance.

RESPONSIBILITIES

- Maintain the desired Grandview worship values for the campus
- Facilitate the congregation's participation in meaningful and authentic worship
- Shepherd the people under your care.
- Coordinate and plan services of worship that are consistently executed by well-prepared volunteers in conjunction with the preaching team.
- Oversee, lead and equip worship production and participants, including: audio/visual aspects of worship, worship bands, choir director, special seasonal programming, communion servers, communion preparation, scripture readers, and pastoral prayer leaders.
- Creatively produce additional programming/special events that enhance worship such as outside groups, seasonal events, etc.
- Assist the Minister of Worship Arts in equipping the worship ministry team with information and ideas (which includes budgeting of this ministry).
- Recruit and develop worship resources (people, instruments, music, etc.).

- Oversee weekly content of worship bulletin, announcement preparation (including announcement slides) for the Cityview campus in collaboration with the office administrator.
- Assist the Minister of Worship Arts with purchasing, maintenance, and security of music library, instruments, A/V equipment, and any other items relating to the music and worship program at the Cityview campus.
- Oversee the musical and visual aspects of mid-week programs at the Cityview campus.
- Oversee setup of the worship space for Sunday morning service, as needed.
- Provide content for website, newsletter, and bulletin.
- Participate in professional growth each year through coursework or conference attendance.

RELATIONSHIPS

Oversees: Cityview worship volunteers

Collaborates with: Minister of Worship Arts, Cityview Campus Pastor, Grandview Worship Team

Reports to: Campus Pastor

ADDITIONAL INFORMATION COMPENSATION

Position type: part-time (15 hours/week)

Compensation: \$12/hour

For more details, or to apply, please submit a resume, cover letter, and three references to Brandon Waite (Grandview Executive Minister) at brandon@grandviewchristian.org. To discuss questions over the phone, call the Grandview church office at 423-928-7866.