



## **Worship Coordinator**

### **Job Description: 15/wk**

Our mission at Harbor Church is *helping people find their way back to God.*

We believe that there is only one true God – Father, Son, and Holy Spirit and that this God has called us to be a family of believers serving him. We believe this God created the universe, redeemed us through Jesus Christ and empowers us through the Holy Spirit. We believe the Bible is God’s word and it tells us that there is only one way to eternal life, and that is through Jesus.

The Worship Coordinator will assist in exploring the art of worship for Walker Harbor as well as assist in the overall administration of the Gathering experience. This will include overseeing the scheduling and resource pool for musicians, as well as assisting in volunteer support and appreciation. This person will work with the campus pastor and worship coordinator in shaping, organizing, and executing the worship gathering.

#### **CHARACTER:**

Demonstrate the qualities of a follower of Jesus, with a passion to love God, live in authentic community with those in the body of Christ, and extend the love of God to those seeking him. Show a strong commitment to living out Walker Harbor’s values – where *“Walker Harbor is a Christ-centered church, meaning that we want to know Jesus and follow him. We believe that God loves all people and wants us to live our lives based on His love for others and us. God’s love encourages us to work for the good of our community and our neighbors so that people can know that God loves them in real, tangible ways.”* Possess characteristics that include: humility, teachability, organization, teamwork, discernment, wisdom and strategic agility. Must work extremely well with others.

#### **QUALIFICATIONS:**

1. *Experience:* Demonstrated ability to be a team player, develop plans and manage/be knowledgeable of the details required for the functioning of a Gathering .
2. *Requirements:* Affirmation of the mission, vision, values, and beliefs of Harbor Churches.

#### **RESPONSIBILITIES:**

- -Design the worship service on PCO (with input from other staff) and complete the service rundown 10 days before a Gathering.
- When applicable, pull and prepare whatever music is needed for rehearsals before a Gathering.

- Prepare the slideshow for ProPresenter prior to rehearsal on Sunday mornings.
- Integrate social media into the gathering experience. I.e: Post weekly Spotify Playlists, Post on Instagram, etc.
- Meet regularly with Pastors and Staff to plan and prepare for weekly gatherings.
- Be knowledgeable of the basic set up and tear down and function of the sound system and for the instruments that will be used in an upcoming Gathering.
- When applicable, participate and engage in cross-campus worship planning and equipping systems in a way that increase collaboration and goodwill throughout the organization.
- Help encourage and train interested volunteers to find an appropriate fit for them in a Gathering experience.
  - Collaborate with Cara Maat on music team dynamics, song choices and service planning.
  - Facilitate trainings for slide technicians (when needed) and be resourceful in answering questions of interested parties.
- Schedule all musical artists 3 months in advance and have sent PCO requests one month in advance.
- Contact all musical artists by Thursday noon and ensure “all green” on PCO.
- Facilitate musical worship UP to twice a month

## WORKING RELATIONSHIPS

- Reports to Walker Harbor Church Worship Leader, Cara Maat
- Works alongside of other Walker Harbor Church staff members.
- Works collaboratively with other worship staff from Harbor Churches campuses.
- Provides direction and oversight for staff and volunteers serving in areas of responsibility.

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Thank you for your interest in employment opportunities at Harbor Churches. To apply for the position, please follow the steps listed below. If you have questions about specific positions or the application process, please email Harbor Churches Human Resources at [hr@harborchurches.org](mailto:hr@harborchurches.org).

To Apply:

- Complete an online application found at the following link: <http://goo.gl/forms/dqPMxPO1iM>
- Submit your resume and cover letter to:
  - ◆ [careers@harborchurches.org](mailto:careers@harborchurches.org)
  - ◆ Include a SUBJECT line of: YOURLASTNAME Yourfirstname, Title of Job Opening