

PR Worship Coordinator Job description

Worship Coordinator

Reports To

The Worship Coordinator will report to the Event Team Lead and Deputy Event Team Lead.

Job Overview

In close coordination with Event Team Lead and at her direction, the Worship Coordinator develops a team of musicians and artists. She collaborates with Production and Promotions Coordinators to assist with the development of multimedia resources for events including slides, and videos.

Responsibilities and Duties

A. General Responsibilities

1. Attend all Event Team Meetings, reporting hours logged, resources produced, and funding needed and used.
2. Assist with fundraising both for personal expenses related to Planting Roots and for the larger Organization.
3. Support vision and mission of Planting Roots.
4. As directed by Event Team Lead provides advice and assistance to cross-team collaboration in support of Planting Roots mission and goals.

B. Job-specific Responsibilities,

1. Supervising the worship team by communicating, supporting and developing members.
2. Recruiting and auditioning new musical talent.
3. Choosing music and preparing sets that fit the theme and focus for each event.
4. Communicating media and sound needs to appropriate team members.
5. Responsible for maintaining a current working knowledge of copyright laws as they apply to all music used for different purposes, including maintaining CCLI yearly report and account maintenance.
6. Coordinating live and virtual rehearsal times with distributing music, parts, solos and instrumental compositions.
7. Developing the Worship team both musically and spiritually.
8. Ensuring excellent worship production in the areas of audio/visual, sound, lighting and stage tech and production by coordinating with the proper team members or venue staff.

Qualifications

- Time Commitment: 10-30 hours per month, minimum three-year commitment preferred.
- Financial Commitment: Attend conferences and biennial Staff Retreats as able.
- Faith: Must be a Christian military woman with a growing walk with the Lord.
- Experience: Musical ability, maturity and a passion for leading in worship. Vision and organizational ability are key. Leadership skills are important with an ability to develop and grow a team in both musical ability and spiritual depth with an emphasis on humility and servanthood. Experience working with Planning Center. Prior worship team leadership experience preferable.