

Worship Coordinator



Accountable to: Lead Pastor

- Serves on a yearly basis at the recommendation of the Lead Pastor.

Direct Report: Worship Pastor

- Member of the Worship Ministry Team.
- Receives a bi-yearly review with the Worship Pastor and Executive Pastor.
- Receives ongoing coaching from the Worship Pastor.

Status: Part-time, 20-25 hours/week

Purpose

The Worship Coordinator provides organizational and administrative support to the Worship, Production, and Communications Ministries across all campuses. This role works closely with the Worship Pastor, Production Director, and Communication Director to ensure smooth operations, effective communication, and efficient coordination of worship services, volunteers, and technical logistics, enabling the church to fulfill its mission.

Overall Staff Expectations:

- The employee is expected to be an active member of the All Shores community, demonstrating investment in its mission spiritually, relationally, emotionally, physically, and financially. This includes meaningful involvement in the lives of its people and ministries. If not already a member, the employee should be in the process of pursuing or transferring church membership.
- Continually seeks to help fulfill the stated mission, vision, and core values of All Shores and the staff.
- Attends staff and leadership meetings, staff chapels, and strategic planning sessions.
- Maintains regularly scheduled hours as agreed upon with the Worship Pastor.
- Performs other duties as requested by the Lead Pastor or Executive Pastor.

Key Attributes:

- Clear testimony of faith in Jesus Christ.
- A primary expectation is to serve as an “equipper” and to coach to others, demonstrating strong leadership gifts, qualities, and abilities.
- The passion to work hard (commitment to excellence and personal responsibility) as well as to play hard.
- Has regular rhythms and goals to stay healthy in personal life.
- Heart for personal spiritual growth (abiding) and evangelism (conversion culture).

Gifts and Traits expected for this role:

- Strong administrative and organizational skills.
- Relational, outgoing, and can build and extend trust with others.
- Ability to multitask and manage details in a fast-paced environment.
- Collaborative and team-oriented mindset.
- Willingness to take initiative and follow through on commitments.
- Ability to problem-solve and develop solutions.
- Can maintain flexibility and adaptability to changing priorities.

Responsibilities:

ADMINISTRATIVE SUPPORT

1. Manages scheduling, appointments, and meetings for the Worship Department.
2. Oversees and coordinates contract workers for weddings, funerals, and other special church events.
3. Assists the Worship Pastor and Production Director with the tracking, maintenance, purchasing, and upgrading of worship and technical equipment for all campuses.
4. Manages ordering and restocking for worship-related items such as communion, snacks, beverages, instrument supplies, etc.
5. Coordinates administrative tasks such as room reservations, credit card reconciliations, event scheduling, and meeting planning.
6. Serves as the primary point of contact for IT troubleshooting and coordinates with IT support (Production Director and/or IT company) as needed.
7. Assists with general church administrative tasks as time and needs allow.
8. Other tasks/responsibilities as assigned by the Worship staff, Executive Pastor, or Lead Pastor.

WORSHIP, PRODUCTION, and COMMUNICATIONS

1. Promotes and supports All Shores' worship theology and advances it through personal relationships and service execution.
2. Assists the Worship Pastor with planning worship service elements and communicating with Sunday service participants.
3. Supports creative service planning meetings with administrative follow-up and execution.
4. Assists the Production Director with various production projects (stage design, video creation, technology installs, video scripts, volunteer coordination, etc.).
5. Supports the Communications Director with creating, editing, and maintaining promotional content, including photos, graphics, social media, and the website as warranted.
6. Works with Worship Arts team to grow a storytelling culture at All Shores (sharing testimonies of how God is moving) through video production and other creative expressions.
7. Coordinates logistics for special worship services (Ash Wednesday, Good Friday, Blue Christmas, Worship Nights, etc.), with direction from the Worship Pastor.

VOLUNTEER COORDINATION

1. Oversees volunteer scheduling for Sunday services in Spring Lake (worship, production, and service hosts). Navigates positional substitutions as warranted.
2. Maintains clear communication and provides ongoing support for worship and production volunteer teams.
3. Assists in recruiting, onboarding, and training volunteers across all campuses.
4. Drives periodic volunteer community-building events, creating opportunities for worship and production volunteers to build relationships and feel celebrated.

WEEKEND SERVICES

1. Serves in the role of Service Director in Spring Lake by providing a voice of clarity/direction, ensuring details are covered for a smooth execution of services.
2. Responsible for various weekly service elements across all campuses, with direction from the Worship Pastor.
3. Freedom to provide programming and creative leadership to service planning under the direction of the Worship Pastor.
4. Prints charts and service orders for Worship Band, Production Team, and Service Participants at all campuses.

IF YOU HAVE INTEREST IN THIS ROLE, PLEASE SEND YOUR RESUME TO:

carter.lezman@allshores.org

CHURCH'S WEBSITE: www.allshores.org