



WORSHIP COORDINATOR

PROJECT DAVID

POSITION TITLE: Worship Coordinator

JOB CLASS: Coordinator

DEPARTMENT: Project David

DIRECT SUPERVISION: Pastor of Worship and or Senior Pastor

GENERAL STATEMENT: Under the supervision of the Pastor of Worship and or Senior Pastor, The Worship Coordinator leads the community of High Fortress Church through leadership in worship services, development and mentoring of vocalists on the worship team, and oversees the daily operation, administration and supervision of Project David.

SPECIFIC DUTIES:

- Lead or assist in worship for various services and events for High Fortress Church.
- Disciple, equip, empower and direct the vocalists of Project David.
- Oversee, lead, direct, and manage Project David in the various focused ministries of High Fortress Church
- Develop and oversee the training and instruction for new vocalists and musicians of High Fortress Church.
- Develop the “community” of the worship team relationally through special gatherings and opportunities.
- Evaluate and communicate with individuals desiring to be involved in Project David once assigned.
- Recruit and train new vocalists & musicians for current and future team expansion.
- Develop, train, and mentor team members in leadership through the various ministries of High Fortress Church.
- Develop protocol and systems for Project David Scheduling for the various ministries of High Fortress Church.
- Oversee curriculum development for workshops, equipping classes & groups for High Fortress Church.
- Develop content for training leaders and teams.
- Oversee and produce vocal elements for special events such as retreats, conferences etc.
- Maintain a fiscal year department budget.
- Develop an equipment inventory and assets list.
- Oversee equipment/instruments maintenance.
- Attend leadership retreat

REQUIRE SKILLS:

- Musical expertise in arranging and composition for live and studio performance
- Team player with positive attitude and positive approach to problem solving
- Servant-motivated attitude
- Communication skills, both written and oral, at all levels
- Solution-oriented
- Ability to direct musical rehearsals at all levels
- Read and write music and number charts
- Knowledge of instruments used in our services
- Understanding of live sound reinforcement, audio production, basic choreography
- Ability to administrate and prioritize varied workloads, executing appropriate judgment and confidentiality
- Ability to independently perform job functions with minimal supervision
- Duties as assigned



KEY PERFORMANCE MEASUREMENT:

- Implement operations, procedures and protocol of the vision for Project David ministries set by the Worship Pastor and or Senior Pastor and Elders of High Fortress Church
- Envision and assist in the development of the creative arts of High Fortress Church
- Professional leadership in worship provided for various ministries
- Creative arts training, rehearsals, and productions conducted in a professional manner
- All creative arts events staffed appropriately to handle all ministry needs
- All productions related to scope of ministry managed professionally
- Creative arts community developed that promotes healthy relationships and humble service
- Job performance indicators listed in Management Evaluation