



Worship Coordinator Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member of Watermark or willing to become one.

JOB TITLE: Worship Coordinator

DEPARTMENT: Worship

REPORTS TO: Worship Director

FLSA STATUS: Exempt

TIME REQUIREMENTS: Full-time; in-office

CLASSIFICATION: Ministerial Role

VISION: Abiding in Jesus, we are making disciples together.

POSITION SUMMARY: Responsible for supporting the Worship Team through leading worship, shepherding, and coaching all female worship volunteers, and administrative tasks

POSITION RESPONSIBILITIES:

1. Musical and Ministerial Responsibilities
 - a. Lead worship as needed in regular rotation with other staff and contractors (4x/month)
 - b. Lead worship as needed for events such as Christmas Eve, Easter, CLC, and other conferences
 - c. Serve as a Worship Team liaison to assigned ministry teams
 - d. Coordinate auditions and provide feedback for all potential female worship volunteers
 - e. Direct and shepherd all female worship residents/fellows
 - f. Responsible for the shepherding and development of all female Worship Team volunteers
 - i. 1-on-1 relationship building and care. Feedback and coaching as needed
 - ii. Vocal coaching at weekday ministries. Help plan and lead Team Nights
 - iii. Prepare and load vocal harmony parts into Planning Center Online for weekly services
 - g. Participate in songwriting and recording for Watermark Music as needed
2. Administrative Responsibilities
 - a. Assist in scheduling volunteers and contractors. Manage Planning Center Online
 - b. Manage the roster of Worship Team volunteers and where they each serve
 - c. Assist in managing the Worship Team budget. Submit invoices and contractor payments
 - d. Manage calendar, inbox, and expense reports for Worship Director
 - e. Manage scheduling, hospitality, and meals for Worship Team events, including songwriting retreats, Team Nights, conferences, and other gatherings
 - f. Take minutes for Worship Team meetings and manage general office administration
 - g. Manage and respond to all emails sent to the worship@watermark.org email account
 - h. Manage renewals, payments, and CCLI reporting of copyright licenses
 - i. Participate in general Watermark staff-required activities (expense reporting, front desk duty, staff meetings, retreats, Christmas Eve, Easter, other "all hands on deck" events, etc.)

ROLE QUALIFICATIONS:

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark's staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- Passion and calling for ministry, evangelism, and discipleship through music
- Musical proficiency. Experience in leading worship, coaching vocalists, and collaborating with musicians
- Experience in administrative tasks, multi-tasking, hospitality, and event planning
- Excellent organizational and planning skills, detail-oriented, conscientious, diligent, relational, and thorough

All employees' job descriptions are subject to change at any time, at the sole discretion of management.