



#### Job Description:

Webster Site Worship Coordinator

#### **WHO WE ARE LOOKING FOR**

PROFESSIONALLY, Worship Coordinators at The Gathering are able to successfully recruit and develop high quality talent and lead up-front worship with excellence on stage. As a Worship Coordinator you will oversee teams, promote creativity and excellence, and inspire growth in others through support, feedback, and care. You will continually look for ways to grow, be receptive to constructive criticism and guidance from others, and be committed to details and consistency. You will work collaboratively, engaging others in creative and cooperative decision-making and problem solving. You will bring a contagious enthusiasm and excitement to The Gathering, both when leading worship, and when interacting with individual staff, volunteers, and congregants.

#### **RESPONSIBILITIES**

The Webster Worship Coordinator will lead worship music and congregational singing in an engaging way that encourages participation and draws the congregation closer to Christ and one another.

- Select and prepare music for worship services collaboratively with the Worship Staff Team, and in consultation with the Site Pastor and Worship & Creative Arts Director.
- Oversee preparation of site-specific visuals for worship each week by receiving related content from corresponding central resources, and by equipping and collaborating with Site AVL Producer(s) in advance of weekend services.
- Supervise the Site AVL Producer. Collaborate and communicate with Site AVL Producer to clarify and execute specific visual, audio, lighting, and equipment setup needs, both on-stage and in the room, prior to each sermon series and also on a weekly basis.
- Engage the congregation by inviting participation through singing and providing appropriate instruction and encouragement that is specifically targeted to new people.
- Recruit, develop, equip, and prepare volunteer musicians and form multiple bands for excellent worship. Lead weekly rehearsal and provide individual rehearsal/assistance, if needed.
- Arrange and adequately prepare substitute up-front worship leadership and AVL Production leadership when needed, ensuring excellence in worship in your absence.
- Lead worship at other sites and in special services on an as-needed basis.
- Maintain active participation and presence as a contributing member of the Worship Staff Team, collaborating with other worship staff to consistently maintain and elevate The Gathering's culture of creativity, authenticity, and excellence in worship.

- Attend weekly and non-weekly team and 1:1 meetings, at the discretion of the Worship and Creative Director and applicable Site Pastor.
- Participate with the Worship Staff Team in vocal/instrumental tracking sessions and video shoots in support of production needs for online worship, and contribute to related administrative needs where applicable.

#### QUALIFICATIONS

- Strong ability to effectively and confidently lead engaging worship both vocally and instrumentally
- Experience and confidence leading worship bands
- Knowledge of former and current trends in worship music
- Familiarity with Mac computers, audio-visual technology, and related software for worship and for digital media production and planning (ProPresenter7, Blackmagic Designs, Vista, Logic, and digital audio consoles.
- Organizational skills that support the management of multiple projects across various mediums and departments simultaneously, along with the scheduling, management, and care of site-based music and AVL volunteers.
- Ability to effectively recruit, develop, and manage site-based staff and volunteers related to worship

This position reports to the Webster Site Pastor and receives training, leadership development, and creative direction from the Director of Worship and Creative Arts. This is a part time position with the possibility of expansion to a full time role for an individual demonstrating specific skills in digital media design and production.