

Mclvor Church

Worship Coordinator – FTE 0.2

Purpose: to provide leadership to Worship Ministries, in partnership with ministry teams, in accordance with the church's vision to foster Christ-centred discipleship as a way of life, and promote mission and service as an expression of our community's character.

Worship Ministries: The Worship Coordinator will provide direct leadership to the Service Production Coordinator and to the Worship and Service Production Teams and will assist in the overall planning of worship services, creating a framework that is biblical, theological, organizational and relevant.

DUTIES AND RESPONSIBILITIES:

Leadership (50%)

- Lead, coordinate and facilitate worship planning and implementation.
- By example, instruction and mentoring, guide those who will lead the congregation in worship by:
 - building community within worship teams and sound and tech teams
 - coaching, resourcing and encouraging volunteers
- Build capacity of Mclvor's Worship Ministry through the establishment of teams.
- In collaboration with the pastoral team, discern gifts, encourage volunteers and provide opportunities for expression of ministry gifts by all of the age groups within the congregation.
- Work collaboratively with various church ministries to ensure that the musical and worship needs are met.
- Lead worship and/or a worship team as required.
- Participate in worship services, including church family news and baptismal/membership events.

Administration (50%)

- Oversee the appointment and scheduling of audio/visual technicians, and other ministry teams.
- Assist in the selection and preparation of music, drama, readings, graphics, videos and other elements of worship services.
- Ensure the weekly production of appropriate audio visual media in support of worship services.
- Ensure that worship volunteers have required access to facilities and resources.
- Work with the Worship Symbols committee to provide visual interest in our worship spaces.
- Direct and resource planning teams for special services (e.g. Christmas, Easter)
- Administrative support:

- Build a song and AV library.
- Ensure the musical instruments within the church are appropriately maintained and serviced.
- Ensure the church is up to date on all licensing and copyright requirements.
- Oversee setup details related to special events.
- Use computer-based ministry tools to support the church and the ministry role.
- Attend weekly staff meetings.
- Perform other services as may be assigned.

PERSONAL/SELF-CARE:

- Model and pursue healthy self-care through the consistent practice of Christian disciplines.

QUALIFICATIONS:

- Character:
 - A growing and healthy personal relationship with Jesus Christ that is rooted in spiritual disciplines and demonstrated by the Great Commission
 - A servant spirit and a desire to enable others in their gifts and talents
 - Spiritual maturity, team player, teachable/learner
- Spiritual gifts should include some of the following:
 - Evidence of a call and a passion for worship ministries
 - Theology that is in agreement with the Mennonite Brethren confession of faith
 - Values organizational skills and ability to manage both teams and tasks in a non-threatening environment through delegation, accountability and evaluation
 - Displays good rapport with church staff and volunteers

Application Instructions: Please submit your resume, a cover letter outlining your qualifications and experience, and a statement of faith to hr@mcivorchurch.com.