



## **New Hope Methodist Church (NHMC) Worship Coordinator**

Department: New Hope Worship Ministry

Reports to: Lead Pastor

Hours per week: 10 (May be increased up to 2-3 hours after the first two months)

### **Overview:**

New Hope is a community that welcomes people from all walks of life, regardless of where they are in their spiritual journey. We are a community of followers of Jesus, committed to living by faith, loving others and being voices of hope in our world.

### **Role:**

This position is responsible for creating an atmosphere conducive to worship where people can connect with and respond to God.... where we creatively and clearly present the gospel, the redeeming story of God.

This is a part time position based on 10 hours per week with a remuneration of \$18 to \$20 per hour, based on experience.

### **Requirements:**

- Loves worship and worship ministry.
- Exhibits a strong personal relationship to Jesus evidenced in personal relationships, commitment to the church, personal work ethic, and a heart for people.
- Fully aligned with the mission and ministry strategy of NHMC, and in agreement with NHMC's Statement of Faith and stated Vision Statement.
- Capable of singing, playing either piano or guitar, and leading worship.
- Excellent communication, organizational and relational skills and attention to detail with a track record of developing volunteer leaders and teams.
- Experience in professional teaching, camping ministry, or volunteer coordination is preferred.
- Strong computer skills in MS Word, Excel, and familiarity with Google Apps and social media.

### **Application requirements:**

- Cover letter and resume - submit to [nhmc337@gmail.com](mailto:nhmc337@gmail.com)
- References: two letters of reference required if interview is granted. One pastoral and one personal reference.
- Both letters must be from references that have known you for at least two years.
- Only qualified candidates will be contacted.

## Primary Responsibilities:

- Assemble the Sunday worship service and personally lead the corporate worship on most Sundays. This includes selecting songs each week and videos and ensuring all band members have their music in the correct keys.
- Coordinate/schedule people to serve on the worship team. Develop a strong rapport with the sound team.
- Ensure the appropriate practice and preparation is undertaken, so that Sunday services are orderly and conducive to worship.
- Make provision for worship leadership when you are not present.
- Prepare slides for ManyCam (or whatever program the church uses) and submit them in a timely fashion each week to the church administrator as well as the song selection/video selections to be included in the Order of Worship.
- Develop and mentor existing and new worship team members, giving them an opportunity to learn/grow while lifting them up in grace.
- Operate as a constructive member of NHMC staff contributing to a positive attitude and encourage fellow team members.
- Meet with the Lead Pastor at least once a week to discuss the sermon topic, flow of service etc. and attend staff meetings.
- Report to the NHMC Board (quarterly).
- Maintain your own personal walk and prayer life in such a way that is consistent with Scripture and with the beliefs and practices of NHMC. Take personal initiative in growing spiritually as well as continue to grow professionally in musical skill.
- Provide leadership and support for the team on Sunday mornings and give direct leadership to the worship program.
- Inject creativity into all aspects of the ministry.
- Other duties as required (e.g., act as platform host. This responsibility includes welcoming and dismissing the congregation, calling up the next participant in the Order of Service to the platform, to read announcements, scriptures, or to pray).

## Time Allocation:

Priorities based on an average work time of approximately 10 hours per week:

Weekly Practice Sessions	2 hrs
Sunday mornings/Prep + Service	3.5 hours
Meetings (with lead Pastor, and staff)	1.5 hours
Research and Administration (email, phone calls, social media posts, planning and song slide preparation)	3 hours

Hour allocation is strictly an approximation and should be used as a guide for time managements rather than the letter of the law. Some weeks will involve more hours while others will prove to be lighter.