



To know Christ and to make His love known.

Employment Opportunity:

Worship Coordinator (or Worship Pastor based upon qualifications)

Arlington Woods Free Methodist Church
225 McClellan Road, Nepean, Ontario K2H 8N5
(613) 596-9390, www.arlingtonwoods.ca

Date Approved: March 2018
Reports To: Lead Pastor
Hours of Work: Projected 30-35hrs/week

Position Overview:

The Worship Coordinator's primary goal is to ensure that worship is spiritually focused by creating an environment that allows the movement of the Holy Spirit in a multi-generational, multi-sensory worship experience for congregants.

At AWFMC, we believe that worship begins long before we are seated in the sanctuary. We believe that although worship can be an event, it is equally if not more important to help foster an attitude of worship in all aspects of our daily living.

Planning for worship often begins months in advance. As such, the Worship Coordinator will work along side of the pastoral leadership team to identify our key strategic direction, including the use of worship themes. The Worship Coordinator will clearly communicate the direction and themes to the various teams to ensure all aspects worship aligns accordingly.

Core Duties and Responsibilities:

- Oversee all aspects of worship, helping to deliver a God Honouring, Holy Spirit led multi-sensory worship experience across a multi-generational congregation.
- Work with Pastoral Leadership team to identify the strategic upcoming worship directions and associated themes to be incorporated across the various worship venues and platforms.
- Communicate direction and relevant themes in a timely manner with affected church staff and volunteer leaders ensuring that they are acted upon appropriately. E.g. Worship Leaders, Projection, Sound/Lighting and other groups as needed.
- Manage and communicate an up-to-date consolidated Worship schedule which should include such items as: Weekly Themes, Speakers, Worship Leaders, Musicians, Vocalists, Sound and AV Techs, Communion, stage designs etc.
 - o Need to monitor for people volunteering at other functions such as: Ushering, Greeting, Welcome Centre etc.
 - o Typically a 3 month calendar minimum

- If any member of the scheduled worship team is suddenly not available, it is the Worship Coordinator's responsibility to ensure that an alternate(s) are provided.
- Ensure that a comprehensive weekly order of service is available in advance to pastors, Worship leaders, worship team members, AV, sound, lighting, ushers, communion servers etc., identifying key areas that teams may need to watch out for e.g. multi-media with sound, requiring lighting change.
- Assist in and approve selected list of songs and order of service provided by the weekly Worship Leader to ensure that they align with the theme and the order of service.
- Ensure weekly Worship slide deck is produced and tested in advance using Projection software ensuring that:
 - o Appropriate themes are followed.
 - o Multi-media operate correctly.
 - o Song Lyrics in Projection database align correctly to planned singing.
 - o Liaise with Guest speakers to ensure their content is included in slide deck.
 - o Clarity and appropriateness of all slides when projected.
- Recruitment and training of gifted worship people to serve on worship teams as worship leaders, vocalists, instrumentalists, projection & sound etc.
 - o All potential worship participants must be vetted with Pastoral Staff prior to being asked to serve
 - o Conduct auditions for potentially suitable candidates.
 - o Train candidates leading worship in a worshipful manner, to include taking the congregation on the journey. To be inclusive vs just a performance.
 - o Create combinations of worship/sound/projection teams to minimize conflict and over participation of any individual.
 - o Act as an "encourager" to volunteers of all ages to form cohesive teams.
 - o Monitor for issues within the teams and respond in a timely and caring manner, escalate to Lead Pastor as needed.
- Oversee the sound team to ensure all aspects of "worship" can be clearly heard, giving focus on a "blended vocal/instrumental" sound.
 - o The focus is on the quality of sound for our multi-generational congregation, not only to those on stage.
- Oversee welcome center, greeters, ushers, communion preparation, decorating and coffee-time teams as these functions are part of the overall worship experience.
- Be available periodically to network with other Worship Ministry Leaders outside of Arlington Woods Church.

Essential Qualifications:

- Demonstrate a minimum of 2 years experience as part of an evangelical environment.
- The Worship Coordinator shall demonstrate a depth of Christian maturity and be willing to support the vision and ministries of Arlington Woods Church. He/she will be

in agreement with the core values and doctrines of the Free Methodist Church of Canada. <https://arlingtonwoods.ca/beliefs.php>

- Be able to demonstrate proven leadership skills which include the ability to work well with people of all ages within a multi-staff and multi-volunteer environment.
- The Worship Coordinator will provide proof of related skills/work experience which would enable him/her to do the job required.

The successful candidate must also be able to demonstrate the following:

- strong interpersonal skills with a pleasant personality
- ability to provide feedback and create change in positive ways
- able to be a team player yet work independently as needed
- be highly organized
- demonstrate strong verbal and written communication skills
- able to respect all confidences entrusted to them
- able to receive and give direction to aid in the decision making process
- able to see the big picture i.e. strategic thinking

Assets:

- Bible College Degree (or equivalent experience)
- Demonstrated artistic skills to be able to foster and facilitate multi-media and multi-sensory environment
- Degree in music (provide proof)

Technical Skills:

- Proficient in the use Microsoft Office or equivalent
- Proficient in the use of e-mail, use of the Internet, and social media
- Knowledge and experience of AV/sound equipment focusing on congregation experience
- Proficient in the use of church AV software i.e. Easy Worship, Song Select

Applicants must provide the following information:

- Current CV/Resume
- Communicate your philosophy and theology of worship. – (Approximately 1,000 words) Describe why you are the best choice for this position.
- List of references

*Please send your application to mike@arlingtonwoods.ca or mailed to
Arlington Woods Free Methodist Church, Attention: Pastor Mike Hogeboom
225 McClellan Road, Nepean, Ontario K2H 8N5*

Application Deadline: April 15th, 2018 - Arlington Woods Church reserves the right to contact and communicate with only applicants that are deemed qualified and warrant further follow-up.

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