



## WORSHIP COORDINATOR JOB DESCRIPTION

**Dept/Ministry:** Valley Worship

**Supervisor:** Worship Leader - Jeremiah Mullins

**Work Hours:** Full Time 40 Hours

**FSLA Status:** Exempt - Administrative Exemption

**Employment Classification Level:** 3

### UNIQUE ROLE

The Worship Coordinator plays a key part in managing, coordinating, and organizing for Valley Worship office, events, volunteers, and personnel at the San Dimas campus while creating standardized campus constants for all CCV campuses.

### CORE COMPETENCIES NEEDED

- **Problem Solver** - A problem solver identifies concerns, problems or potential areas of concern in a timely and accurate manner and resolves them effectively.
- **Team Builder** - A team builder uses group skills and team building strategies to strengthen relationships among team members; improve motivation, communication, support and trust among team members; and inspire the team to maximize its potential and achieve its goals.
- **Administrator** - An administrator plans, organizes and executes procedures that accomplish the goals of the ministry and position his/her team for maximum effectiveness.
- **Musical aptitude** - An individual with musical aptitude is a skilled instrumentalist or vocalist.
- **Project manager** - A project manager oversees a project and creates and maintains an environment that guides the project to its successful completion.
- **Catalytic leader** - A catalytic leader models servant leadership, empowers and positions others for growth and wins and actively builds a culture of Leadership Development.

### PRIMARY AREAS OF RESPONSIBILITY

Primary areas of responsibility include, but are not limited to the following:

- Oversees budget.
- Works with Campus Pastors and Worship Pastors to achieve the weekend experience across all campuses.
- Assists management in operations of the department at the San Dimas campus while creating standardized campus constants for all CCV campuses.
- Advising management on budgets, operations, ministry needs, strategic alignment, future concepts and ideas for the advancement of the department/organization.
- Manages work/represents Valley Worship to outside vendors, contractors, guest speakers and artists.
- Oversee development and coordination of Valley Worship Apprentices.

- Managing and facilitating event needs:
  - Event duties may typically include: Planning event elements, planning order of events, Coordinating Volunteers, food/vendor drop off times, etc.
  - Distributing production information, scheduling appointments, and acting as a runner for various needs that might pop up, keeping production areas clean.
  - Organize food and care for event production staff and volunteers before, during and after events.
- Oversees and manages all office administrative work for Valley Worship.
  - Office duties may typically include: answering phones, filing paperwork, data entry, planning and scheduling food and logistics for events, and general office paperwork.
- Purchasing materials and supplies for Valley Worship.
- Availability to serve at all weekend services and special events.
- Ability to step into the Service Producer role.
- Oversee stewardship of equipment and church resources.

## **ONGOING EXPECTATIONS**

- Live out CCV's Church strategy by engaging in a lifestyle of worship, community and serving.
- Live out the CCV Staff Values in relationships with other staff, congregation and community.
- Empower volunteer Team Members by developing an Ephesians 4:12 culture in your ministry areas resulting in a high level of engagement.
- Serve at CCV Holiday Events and Special Events (e.g. Easter, Christmas, etc.). This might mean a change in your weekly schedule so that no overtime occurs.
- Intentionally mentor and/or coach all volunteer Team Members towards increasing levels of responsibility and leadership.
- Establish Objective and Key Results (OKR's) for your ministry areas.
- Maintain a balanced work schedule, working with CCV HR Team to keep track of vacation days, sick days, days off, make-up days, personal days etc.
- Maintain flexible working schedule as determined by the needs of the ministry.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each of the "essential duties" satisfactorily.

- Self motivated, customer oriented, well organized, detailed, humble, team player.
- Ability to see a project from start to finish without oversight
- Ability to lead and speak in front of a group of people.
- Ability to anticipate needs.
- Minimum of 3-5 years in an administrative/production assistant role or a 4 year bachelor degree.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- Stand, sit, walk and stoop, kneel, crouch or crawl.
- Climb stairs
- Use hands/fingers: to handle or feel, operate, activate, use, prepare, inspect.
- Talk/hear: Communicate, detect, converse with, discern, convey, express oneself, exchange information.
- See: detect, determine, identify, recognize, judge, observe, inspect and estimate.
- The employee must frequently lift and/or move up to 50 pounds.
- Taste/Smell: Occasionally must be able to detect, distinguish and determine taste and/or smell during services and events.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those a teammate encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate to loud noise in office. (i.e. office with computers, phone and printers, light traffic).
- Ability to work in a confined area as well as open space.
- Typical church environment large and small group gatherings that include loud music.
- On the road and in traffic while commuting to other campuses.

It is required that all CCV staff members are in agreement with the vision, values and doctrine of CCV and adhere to the guidelines and conditions for employment as outlined in the Employee Handbook.

It is a privilege to serve the Lord in ministry at CCV. Those who serve God at CCV are expected to embrace a high biblical standard of personal conduct and lifestyle both public and personal.