

## Position Description

### Worship Coordinator

**Purpose:** To assist the Worship and Arts Ministry of Memorial Park Church by facilitating the audio-visual and administrative support of MPC's worship services.

#### Qualifications:

- Gifted in administration and organization.
- Background in audio-visual arts; including video editing and social media
- Strong interpersonal and team building skills.
- Competence in Microsoft Office programs, comfortable with internet based software programs such as Planning Center and MPC Connect.
- Musical background preferred.
- An evangelical, reformed and missional world-view with experience in arts ministries.
- Must be in agreement with the Mission, Vision, and Bylaws of Memorial Park Church.

#### Accountability:

- The Worship Coordinator shall be directly accountable to the Minister of Worship and the Arts under the supervision of the Senior/Lead Pastor.

#### Position Status:

- This is a part-time position starting at 20 hours per week.
- The position will enjoy benefits as stipulated by MPC's Personnel Handbook.

#### Responsibilities:

- Provide administrative and logistic support to worship arts leaders.
- Update MPC Connect with rehearsals, programs, and services scheduling and group participant lists.
- Attend weekly meetings: Tuesday morning worship planning meeting and Admin meeting; quarterly worship arts team meetings.
- Work with Communications Department to prepare publicity for events, update webpage, design and send Constant Contact e-mail blasts for special events, send press releases - upcoming events, Art Show openings, etc.
- Assist in recruitment and organization of audio-visual volunteers.
- Assist with set up for worship services, special events/youth musicals, concerts, dramas, etc.
- Other duties as determined by the Minister of Worship and Arts.

#### Personal characteristics:

- Passionate about Christ, possessing a deep, growing relationship with Jesus with a servant attitude.
- Organized, enjoying details, authentic, humble, honest and relationship-building.
- Gifts to lead an incarnational ministry to creative people and an interest in the arts.
- Healthy, maintaining a well-balanced personal lifestyle – a model of the gospel.