

PERFORMANCE EXPECTATIONS DAWSON FAMILY OF FAITH

WORSHIP COORDINATOR

Description

The Worship Coordinator is passionate about corporate worship, and is responsible for coordinating Sunday morning worship at Dawson. As a member of the Dawson Ministry Staff Team, the Worship Coordinator is expected to reflect the Christian values of Dawson in all relationships at work and in the community as well as in personal, business, and family relationships.

Position Supervision

- Music & Worship Pastor
- Executive Pastor
- Senior Pastor
- Personnel Committee

Primary Responsibility

- Serve as Worship Production Director, present at all Sunday rehearsals, all Sunday services, and coordinating communication between all worship personnel.
- Fully manage Planning Center Services, including music, scheduling of all personnel, and service order, serving as the on-campus expert on Planning Center Services.
- Schedule, attend, and support worship planning and creative content planning sessions.

Duties Included

- Create Worship Guide, coordinating its production, duplication, and distribution.
- Create ProPresenter presentation, coordinating all content, and serving as the on-campus expert in ProPresenter.

- Coordinate facility setup for worship and worship rehearsals, including platform setup.
- Coordinate payment for musicians.
- Create rehearsal packets for all services, including choirs, band, and other leadership.
- Coordinate all-staff worship.
- Coordinate & support special worship events as requested.
- Other duties as assigned.

General Responsibilities

- A living growing relationship with God through His Son.
- Deliberately and intentionally sharing good news of Jesus Christ with the unsaved.
- Assimilating guests and new members into the Family of Faith through service.
- Developing leadership through ministry and service.
- Support the vision and mission statements of the church.
- Living by guidelines provided in the Dawson Employee Policies Manual.

Competencies

- ProPresenter
- Planning Center Services
- Adobe Indesign (basic)
- Music literacy
- Stage management

Employment

- Church membership moved to Dawson
- Salaried, full-time (40 hours/week) with benefits
- Fridays off generally
- Compensation details provided at interview

SEARCH PROCESS
DAWSON FAMILY OF FAITH

WORSHIP COORDINATOR

Inquiries

Please contact John Woods, Music & Worship Pastor, at jwoods@dawsonchurch.org with all inquiries.

Candidate Recruitment – Due 3/17/19

The Music & Worship Pastor shall recruit no less than three qualified candidates as reflected in the performance expectations for this position. This search process document, as well as performance expectations, shall be provided to all those who inquire.

Resume Review & Initial Phone Call – Due 3/18/19

The Music & Worship Pastor shall limit candidates to those who submit a current resume, and shall have an initial phone call with the candidate(s) to confirm interest in the position and inform of the process, review this document, and request the required information.

Phone Interview – Due 3/20/19

The Music & Worship Pastor shall conduct a phone interview with the top 3 candidates, fielding questions from the candidate as well. References will be contacted.

In-Person Interview – Due 3/21/19

The Music & Worship Pastor shall interview the remaining candidate(s) in person, and may be accompanied by the Executive Pastor, Music & Worship Team members, Personnel Team member, and/or others.

Final Interview – Due 3/28/19

The Music & Worship Pastor shall conduct a final interview with the final candidate, and is authorized to make an offer to the candidate in accordance with the hiring and budgetary guidelines approved by the Personnel Team.

