

Fairview Village Church of the Nazarene
Celebrate, Connect, Care

*Fairview Village Church of the Nazarene purposes to be a Biblically shaped community of grace
where Jesus is Lord in worship and education.*

Job Description

WORSHIP MINISTRY – Worship Arts Coordinator

Accountable to: Dave Roberts; Worship Director

Responsible for leading and supporting the Worship Arts Team

- a. Embrace FVCN philosophy, vision and mission as defined by leadership
- b. Participate in a small group associated with FVCN and its mission
- c. Participate in scheduled staff meetings

Role on Staff

This position is a pastoral and administrative role within the Worship Team. This team member will have relationships with all other ministries through our Ministry Team, as worship is an essential element of our services. The role will schedule out volunteers across multiple ministries, as well as be actively involved with recruiting, developing, rehearsing and leading worship. Alongside the platform time, a pastoral mindset when dealing with those involved in the ministry is absolutely necessary.

This role works in conjunction with the Worship Director, planning creative and engaging services on a weekly basis, while implementing strategic vision for the health and growth of the ministry as a whole.

This position will serve as a bridge between the Worship Arts Department and other ministries, including Youth, Celebrate The Journey (our recovery ministry), and provide oversight to our traditional service.

Worship Admin / Pastor - Responsibilities

- Leading worship from the platform; weekly
- Creating set lists, song selection, and stage designs for weekend services (with Worship Director)
- Scheduling volunteers in ministries with live worship
- Managing and overseeing events/services for the Worship Arts Department
- Developing and maintaining strong relationships with volunteers through purposed visits and Pastoral Care Calls
- Completing other tasks as assigned by supervisor

Total Hours: 40-45 hours/week

- Workweek is Sunday-Thursday, including Wednesday evening rehearsals
- Occasional work on Fridays and Saturdays

Physical and Mental Requirements

- a. General skills in writing, speaking, reading, math and reasoning
- b. Adaptable and teachable

- c. Technologically savvy with experience in Pro Presenter, Office suite, Planning Center, MAC and PC
- d. General music theory knowledge
- e. Practical knowledge and ability to play an instrument
- f. Occasional balancing, bending, stooping, reaching, pushing, pulling, climbing and standing.
- g. Light physical requirement with occasional lifting/carrying of objects weighing up to 20 lbs.

Other Requirements:

- a. Comply with FVCN Employee Manual and Staff Playbook
- b. Must be professing Christian in word and deed

All Other Tasks as Assigned

Review

- Annually with interim, mid-year evaluation

Supervisor	Date	Employee	Date
Job Title WA Coord/Pastor Revised: Date 6/17/2021		Fairview Village Church of the Nazarene Fairview Village, PA 19403	