



JOB DESCRIPTION

Position Title: Director of Worship Arts & Campus Coordinator - Millersburg Campus
Reports To: Campus Pastor
Position Type: Exempt, Salary
Full/Part Time: Full Time

CAMPUS COORDINATOR-MILLERSBURG CAMPUS

POSITION SUMMARY

The Millersburg Campus Coordinator works with volunteers and central staff to cast the Grace vision, embody core values and promote healthy team culture at this campus. This would involve coordinating all the campus ministry events to ensure efficiency by communicating with volunteers and central staff, detailed planning for programs and events, and managing the day-to-day administrative functions of the campus.

JOB SPECIFIC RESPONSIBILITIES

- Participate in planning meetings, take notes at staff meetings to ensure clear communication to those involved with ministry and other events at Millersburg campus
- Calendar scheduling for ministry/special events
- Recruiting, training, coordinating, and communicating with volunteers
- Purchase budgeted expenditures and supplies for campus and for special events
- Coordinate Special Events & training days working closely with central support staff to ensure clear communication of ministry activity so all campuses are aware of plans
- Assist with administrative needs in each department (Adult Ministries, Guest Services, Family Life, Weekend Experience)
- Ensure that all records in ROCK are accurate, volunteer teams up to date, small groups updated regularly, overseeing workflows for followup through Rock database including communication cards to be assigned as needed
- Work with the Campus Pastor to develop goals for areas of responsibility every 90 days
- Other duties as assigned

QUALIFICATIONS

- Requires supervisory responsibilities
 - Ability to initiate communication in leading volunteers
 - Strong organizational skills, attention to details and executing plans
 - Communicating clearly and concisely, both orally and in writing is also necessary to create a team environment.
 - High School diploma or equivalent
 - Minimum one year related experience, at an Administrative level
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DIRECTOR OF WORSHIP ARTS-MILLERSBURG

POSITION SUMMARY

The Director of Worship Arts/Campus Coordinator leads the Worship Arts Teams (both musical and technical) in engaging the church body in musical worship, equipping in all aspects of worship planning and execution.

JOB-SPECIFIC RESPONSIBILITIES:

- Report to the Campus Pastor for platform programming/input and collaborate with the Pastor of Equipping & Worship at Berlin for audio/visual back end support.
 - Collaborate with the Campus Pastor and Pastor of Equipping & Worship at Berlin for best practices and worship planning including use of PCO each week, set up of equipment and stage, chairs, etc. for weekend gatherings.
 - Ensure an authentic and professional environment for worship that maintains a blend of new and known music.
 - Recruit, train and develop worship team members by expanding musical gifts, inviting them to see the vision of worship and to be an integral part of leading our worship gatherings and worship rehearsals.
 - Develop other worship leaders by expanding their abilities and giving opportunities to lead.
 - Build an environment where great team chemistry exists and worship teams have a sense of ownership of what happens in worship gatherings.
 - Provide worship oversight and influence in High School, Jr. High and Kids ministry environments to build out and enhance worship experiences.
 - Collaborate for budgeting purposes in Audio/Video area and oversee Worship Service Resources budget-Millersburg.
 - Assist with other campus responsibilities as needed (not limited to listing) at the discretion of the campus pastor.
 - Recruit and empower a volunteer team for assistance with platform set design and other creative elements (video, etc) related to gatherings.
 - Attend staff meetings and meet with Campus Pastor weekly.
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QUALIFICATIONS

- Demonstrates excellence as a worship leader and leader of worship arts teams.
- Strong background as a lead vocalist, while at the same time having been trained to hear music critically in order to provide vocal and instrumental direction to teams.
- Some understanding of music theory, and exhibits ability to read music and proficient in at least one instrument.
- Strong relational skills and an enthusiastic presence for leading a church in worship.

QUALIFICATIONS, CONTINUED (Worship Arts Director-Millersburg Campus)

- Understanding of the use of the latest technology in worship, including sound, tracks, in-ear systems, soundscapes, lighting, video projection and other related systems.
 - Approachable, coachable, relational and team oriented in order to support the Campus Pastor and other campus staff in building volunteer teams to complete Grace's vision for making disciples, building healthy families and sending people out on mission for God
 - Demonstrate godly character and genuine commitment to spiritual growth
 - Possess strong leadership and organizational skills to leverage influence by leading through others to develop, implement and measure progress of campus objectives
 - Excellent communication and listening skills with the ability to maintain confidentiality and discretion
 - Demonstrate a willing submission to executive ministry leadership
 - Passion for God and leading others in worship
 - Ability to work independently including tasks not necessarily part of the job description in order to complete Millersburg campus vision such as teaching, cleaning, greeting, etc.
 - Active partner of Grace, belong to a small group and financially support Grace's Ministry
 - A Bachelor's degree from an accredited institution is preferred or a combination of experience and schooling in the Worship Arts ministry for a minimum of two years.
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ACKNOWLEDGEMENT:

I have read this position description and acknowledge my understanding of the requirements. I accept the position of Worship Arts Director/Campus Coordinator and agree to perform the essential functions and other duties in accordance with the established policies and expectations of Grace Church. I understand that this description does not constitute a contract.

Signature: _____ Date: _____