

St Andrew's Church

CULLOMPTON

Job Description & Person Specification: Worship Coordinator	
Job Title: Worship Coordinator	Line manager: Vicar & Church Warden
Ministry Area: Operations Team	Location: Cullompton Community Centre/St Andrew's Church/Home
Date: Jan 2024 Review date: TBC	Financial Package: Hourly rate £12 (initially 12 month fixed term contract)
Probation/Review: 3 months	Hours: circa 6 hours per week (including some Sundays) At key points of the year eg Christmas/Easter, there may be extra paid hours required in agreement with SLT.
Employer: The Parochial Church Council of St. Andrew's, Cullompton (hereafter referred to as the PCC)	Holidays: 25 days + Statutory Holidays (8 BH) pro rata
Job purpose: <ul style="list-style-type: none"> • To support the delivery of St Andrew's vision and core values • Overseeing and coordinating the provision of sung worship at church events • Providing good communication and support to worship leaders and teams • Work alongside worship leaders to develop creative and contemporary worship • Take a servant shaped model of leadership, exercise integrity, be diligent, a good steward in managing resources, and aiming to model a lifestyle of committed faith, honouring others 	

Key accountabilities:
<ul style="list-style-type: none"> • To take overall responsibility for the coordination of sung worship in St Andrew's Church • In consultation with others develop an on-going strategy for sung worship in line with the vision and aims of the church • A key part of the role is supporting and encouraging those responsible for leading worship teams (Worship Leaders) and the development and equipping of people involved in the worship bands • Using ChurchSuite or similar software to allocate people to weekly worship teams through establishing termly (3/4mths) rotas and for special events such as Christmas etc • Preparation and inputting of songs on to the agreed presentation software (currently ZionWorks) for all Sunday services including any additional services, such as Good Friday and Christmas related services in liaison with Worship Leaders and the lead for Media & Communications • Stay updated with current music trends through working with Worship Leaders to expand the musical repertoire and skill sets • Develop teams to manage the Sound/PA system and plan termly rotas for all Sunday services including any additional services, such as Good Friday and Christmas related services • Liaise with the Children's and Youth Team so that young people are encouraged to become part of the worship and sound teams • Running occasional sessions/events with worship leaders and team members to promote a cohesive worship team identity • Managing any delegated budget for sung worship • Recruit, train and oversee volunteer teams to assist with the above roles/responsibilities

Regulatory, Resources and Administration	
<ul style="list-style-type: none"> • Provide support and general administration to ensure the smooth running of the areas of responsibility • Complying with all policies of the church in relation to Safeguarding and maintain a clear DBS • Complete returns and ensure full compliance with CCLI • Complying with all policies of the church relating to behaviour, ethics and standards, Health & Safety and Data Protection regulations • To ensure that all members of the worship and sound teams are committed church members and sign up to any volunteer agreements used by the church • Participate in any on-going training deemed necessary to this post • Ensure a safe and clean working environment within the church office • To be prepared as a member of the staff team of the church to help where possible with the needs of the church as these arise and undertake any such duties as required by the Vicar and Churchwardens 	

Person Specification		
	Essential	Desirable
Experience	<ul style="list-style-type: none"> ➤ Good level of IT skills ➤ Use of presentation tools/software 	<ul style="list-style-type: none"> ➤ Previous experience of being involved in music ministry in a church setting ➤ Use of Christian software tools e.g ChurchSuite or the ability to acquire the necessary skills ➤ Knowledge and/or experience of running a PA system as required
Skills & abilities	<ul style="list-style-type: none"> ➤ Positive attitude and good interpersonal skills with the ability to communicate both verbally and in writing ➤ Good organisational skills ➤ Being able to work on own initiative to complete tasks to deadlines ➤ Able to arrange rotas, recruit and train volunteers ➤ Motivated and able to offer inspired leadership ➤ Ability to build relationships with young and older people ➤ Good team working skills that will foster a collaborative and supportive environment 	<ul style="list-style-type: none"> ➤ Knowledge of current safeguarding policy and practice ➤ Experience of mentoring and developing volunteers of all ages ➤ Knowledge of Health and Safety and Data Protection regulations
Personal qualities	<ul style="list-style-type: none"> ➤ Firm & active Christian faith ➤ Demonstrate a good Christian role model ➤ Desire to see people come to know Jesus & grow in relationship with Him ➤ Emotional and mental resilience ➤ Team player ➤ Integrity ➤ Flexible 	<ul style="list-style-type: none"> ➤