



## **DETAILED JOB DESCRIPTION DISCIPLES CHRISTIAN CHURCH LEADERSHIP**

<b>Position:</b>	Worship Ministry Team Coordinator
<b>Ministry Area:</b>	Corporate worship at DCC
<b>Purpose of Position:</b>	Worship is the central part of church life. The worship ministry team assists the Pastors in planning all the worship services by scheduling special services, organizing the details, i.e. worship assistants needed, decorations, bulletins, etc., thus assuring smooth running, inspiring and fulfilling worship.
<b>Responsible To:</b>	Church Board and fellow members of the congregation
<b>Ministry Description:</b>	<ul style="list-style-type: none"><li>- Lead the worship ministry team</li><li>- Recruit fellow members to serve on the worship ministry team</li><li>- Encourage new ideas</li><li>- Attend all Board Meetings and selected Cabinet Meetings as voting member</li><li>- Present quarterly report of ministry team activities to the Board. If unable to attend, will send a substitute to present the report or email the report to the Board Secretary</li><li>- Schedule Worship Leaders for the entire church year.</li><li>- Schedule Worship Preparation</li><li>- Assist music staff to schedule and plan heartfelt, meaningful music and music events of various styles</li><li>- Work with ministerial staff to plan all special worship services for Christmas, Easter, Pentecost, Advent and Lent.</li><li>- Assist ministerial staff in planning special joint worship services with Chinese church</li><li>- Organize details such as assisting persons, musicians, decorations, parking lot attendants, and acolytes</li></ul>

- Provide opportunities for worship feedback and response
- Ensure that the sanctuary is attractively prepared for worship services by checking on flowers and other needed decorations.
- Develop annual ministry team budget

**Length of Commitment:**

1 year

**Time Required**

5 to 10 hours per month

**Training Provided:**

- The annual board retreat
- CCSW and NTA seminars and workshops
- Resources supplied by ministry staff

**Qualifications/Special Skills**

Understanding of church liturgies and worship elements. Detail oriented and creativity a plus. A deep commitment to the Gospel and proclaiming the good news of Jesus Christ. Spiritual gifts of leadership, serving and encouragement.

**Keys to Success**

- Delegate specific tasks to team members
- Get list of previous team members as starting point for new team members
- Sit down with predecessor at beginning of term and discuss the previous year's activities and his/her recommendations for improvement.

**Benefits to the Volunteer**

Knowledge that your leadership is a key response to Jesus Great Commandment to "love the Lord your God with all your heart, mind, soul and strength."