

Worship Coordinator



Summary: Coordinate and lead the daily worship times.

Work in Connection with the Mission Weeks Director to:

- Learn designated set list of songs that coordinate with the yearly theme of Mission Weeks.
- Work alongside MC, Speaker, and Visual Media Coordinator to Lead/ create an impactful worship experience for Mission Weeks:
 - Choose songs for each Gathering Time that reflect the theme of the speakers talk. (12-15 minutes maximum).
 - Incorporate other artistic elements to enhance the worship experience. These elements may include but are not limited to drama, human video, creative use of prayer, instrumentation during prayer, PowerPoint slides with scripture or scenery, etc.
 - Encourage Youth to join you on stage for worship through singing, playing of an instrument or other artistic talents.
- Compile the slides that will be needed during worship and pass them to the Visual Media Coordinator:
 - A PowerPoint is preferred; please make sure that it is visible for a large room seating 150-200 people.
 - Laid out on the screen and projected so that people who are standing and in the rear of the auditorium can read the lines.
 - Be prepared well before each of the Gathering times.
- Keep a document list of all songs used so we can submit them to CCLI.
- Share in the “common responsibilities” of the staff, policing the facility from a cleanliness standpoint, set up, tear down, etc.

Be a spiritual role model seeking to honor the Lord Jesus Christ with your life.

- Choose behaviors that will be perceived as Christ-like from people of various church backgrounds.
- Be willing to set aside habits or hobbies that you believe are within your rights as a Christian if you believe a church may have different beliefs than you.
- Dress modestly, if clothing is not appropriate, will be notified and will be asked to change.
 - Worship Coordinator will be given:
 - a staff shirt, which is to be worn Sunday afternoon and evening
 - a name tag to be worn Sunday afternoon and evening
 - a camper t-shirt, which is to be worn on Monday

- Pray daily for God to work in and through the CE Mission Weeks ministry to draw homeowners, people from the community, and participants from the church closer to Christ.
- Share prayer concerns with the Mission Weeks Director.
- Provide daily updates and reports including any announcements that are required or adjustments suggested to the Mission Weeks Director.
- CE Unity Statement:
 - The Worship Coordinator agrees to abide by the CE Unity Statement in connection with Mission Weeks. See attached CE Unity Statement.
- Worship Coordinator will follow up with the CE Mission Week Director with any questions or concerns about attached documents.
- Serve under the responsibility, authority of and report directly to the Mission Weeks Director.
 - The Primary Supervisor is Matt Ross, CE Mission Weeks Director
 - The secondary Supervisor is Dr. Dave Coryell, Executive Director of CE
 - Any additional supervisors will be authorized by the main Supervisor in the case of any of the above are not able to be present.
- Be on time for work responsibilities, meals and Gathering Times unless arrangements are made with the Mission Weeks Director.
- Be the liaison between CE, local church participants and anyone locally you meet.

Payment terms:

- Worship Coordinator will be paid \$250/ per week
- Worship Coordinator may raise additional financial support
- Any additional expenses for the ministry from personal funds require approval and be signed by the supervisor.
- Lodging will be provided.
- Worship Coordinator is responsible for their own items/equipment for the weeks of ministry. These include and are not exclusive to:
 - air bed, cot, etc.
 - bedding, sheets, pillow
 - personal clothing
 - personal toiletries
 - personal hygiene items
 - any personal items or food

Transportation:

- To Mission Weeks will be the responsibility of the Worship Coordinator
- Transportation will be provided to the Worship Coordinator during the weeks of ministry in either of the following vehicles:
 - Supervisor's vehicles
 - Rental vehicle

- Only people who are 21 years of age will be able to drive a rental vehicle
 - With another group as necessary
 - Use of a personal vehicle is not encouraged
 - If a person decides to bring their own vehicle, they will be responsible for all financial obligations with the vehicle (i.e., gas, upkeep, insurance, tickets, etc.)
 - Worship Coordinator under the age of 21 will need to receive adult/guardian approval to travel with their personal vehicle
 - The authorization needs to be in writing
 - Any supervisor mentioned in section 1.f needs to be informed of an underage person traveling with /in another Summer Staff's personal vehicle
 - The Worship Coordinator's personal vehicle will not be requested for CE transportation, therefore there will be no reimbursement for mileage unless some other agreement has been made with the Supervisor in writing and signed by both parties.

Personal development will be offered by CE

- Each Wednesday afternoon the Summer Staff will meet with at least one of the supervisors mentioned previous
- During the meeting the following will be addressed:
 - next week's schedule and groups
 - assignment of Summer Staff to their groups
 - leadership training
 - spiritual development
 - any other matter that is of importance at the time

Equipment:

- CE will provide:
 - a sound system with inputs for microphone and instruments
- No other equipment will be provided to the Worship Coordinator unless agreed upon in writing with the Mission Weeks Director.
- Must be able to provide:
 - Guitar and/or Keyboard
 - Any other equipment needed to do their role with excellence.