



WOODSIDE BIBLE FELLOWSHIP (Woodside)

Our Mission: We are Making Disciples Who Make Disciples

Our Mission Process: We long to see people **Adopted** into God's family, being **Transformed** by the Holy Spirit, & **Serving** Christ

Worship Service Coordinator - Job Description

1. Position Summary

The Worship Service Coordinator reports to the Director of Worship and works closely with the Senior Pastor and Executive Pastor to ensure alignment with the church's overall mission, and strategy. The Worship Service Coordinator is a creative specialist with a passion to develop environments and opportunities for people to connect with Jesus. This individual is a key leader in planning and implementing weekly worship gatherings and special events. While the candidate is not expected to lead worship, it is expected that the candidate has experience as a worship leader so that they can create a conducive environment for worship and support the volunteers. This is a part-time (24 hours/week) position with paid salary and benefits. Regular work hours will include Sundays, Tuesdays and an evening per week (currently Wednesdays).

It is a requirement to become a Woodside Church Member within 3 months of hire. As a church member there is an expectation to volunteer at Woodside functions over and above the regular work week.

2. Accountability

- a. Accountable and reports to the Director of Worship
- b. Receives regular reviews and an annual performance review from the Director of Worship
- c. Develops, mentors, and leads teams of worship & tech volunteers
- d. Is a member of Woodside (or becomes one within first 3 months of employment)
- e. Completes and remains up to date with all current and ongoing requirements of Woodside's Care and Protection policy
- f. Pays close attention to their personal spiritual life, family, and service by maintaining a vibrant and maturing faith in Jesus Christ. Lives in harmony with Woodside's Statement of Faith and beliefs, and has signed the Woodside Lifestyle Agreement for Staff and Elders
- g. Exhibits personal characteristics of integrity, vision, discernment, and compassion
- h. Has a servant's heart
- i. Is a self-motivated individual who can work independently and as part of a larger team
- j. Can define and meet objectives and goals
- k. Has excellent written and verbal communication skills
- l. Practices an active prayer life that seeks God's wisdom and direction in all decision making.

3. Responsibilities

Production (60%)

Leads through an active role in all production aspects of church-wide gatherings and communications.

Worship Gatherings and Services

- a. Oversees Sunday Service Worship Team and Tech Team, ensuring seamless production of sound and visuals (live and online).
- b. Organizes and runs one-evening-per-week Worship Team practice (currently Wednesday evenings). Consists of Worship Team and Tech team representatives.
- c. Responsible for the musical elements of the service, including scheduling the volunteer worship teams. Assist volunteer worship leaders in making musical decisions, picking music, arranging instruments and voices.
- d. Actively participates in developing the Sunday service in-person and online content, including sitting on the Sunday Planning Team.
- e. Manages a team which ensures the quality and execution of all audio-visual elements related to the Sunday morning experience and other events.
- f. Similarly plans and executes special service gatherings such as: Funerals, monthly Senior Gatherings (Evergreen), Vacation Bible School etc.



Digital Communications

Worship Service Coordinator oversees a Team of Volunteers who:

- a. Cut and Upload Sunday Service messages onto Woodside's Youtube channel (and other platforms as applicable).
- b. Create video production for testimonial videos, ministry promos and other needs
- c. Create graphic design for promotional materials, sermon series graphics, and Sunday morning slides (note: experience in graphic design is not a requirement).
- d. Create and schedule social media posts to support ministry objectives.
- e. Have a working knowledge of Canva and the Adobe Creative Cloud Suite for creating and editing digital content.

Leadership (15%)

Leads through mobilizing volunteer teams and developing plans to support ministry needs.

Volunteer Teams

- a. Recruits, leads, mentors, and empowers volunteer teams (working knowledge of **Planning Center** is an asset).
- b. Schedules team members for all services and events

Planning

- a. Creates annual plans and goals
- b. Assists Director of Worship in preparing budget for media, and production technology.
- c. Serves and contributes as a creative voice for other ministry areas to increase innovation, excellence, and quality

Technical (20%)

Woodside has some senior volunteers who oversee the production equipment (audio, video, lighting) needs in a church-wide context. (Primarily *Blackmagic* equipment and Allen & Heath and DiGiCo sound boards in a live setting.) It would be an asset if the applicant has some familiarity with these products, however the primary role is supporting the lead tech volunteers.

Purchasing

- a. Works with Director of Worship, Executive Pastor, Bookkeeper, and other staff re: purchasing and budgeting of hardware & software required for Worship.

Support & Training

- a. Oversees maintenance of production equipment
- b. Supervises the use of production equipment by those renting Woodside's facilities and provides training as appropriate.
- c. Acts as a resource to all ministries through training and other resources

Sunday Morning & Special Events

- a. Oversees the volunteers who are responsible for all areas related to audio, lighting, video, and media for in-person and online services
- b. Assists with technical aspects of other events such as funerals, church-wide events and conferences

Personal / Professional Development (5%)

- a. Attends and participates in regular staff meetings
- b. Takes appropriate courses or certifications as required

Revised August 2026