



Mission: Centered on God our mission is to feed physical hunger, spiritual hunger and our hunger to be in community.

POSITION: Worship Coordinator

REPORTS TO: Associate Pastor

STATUS: PT ~ 4 hours Sunday mornings/once per month

Position Description:

Responsible for supporting worship teams enthusiastically and positively during Sunday services and for special services throughout the year to ensure the smooth flow of worship, serving as the communication liaison between pastoral/worship staff and volunteer support staff.

RESPONSIBILITIES:

- Open the building prior to worship services including opening all doors, disengage the alarm system, turn on lights, turn on monitor screens; place bulletins in all holders at entrances.
- Close the building after worship services including locking all doors, turn off all lights, turn off monitor screens.
- Walk through the building to check for cleanliness and all restroom supplies are stocked.
- First contact for spills, bathrooms, floors- vacuum
- Read bulletin prior to each service and prepare for worship- anticipating all support needs by connecting with presiding pastor.
- Prepare sanctuary for worship including filling candle oil, arranging furniture on altar platform, arranging flowers, checking paraments, cleanliness, and setting up for special worship needs, such as baptisms and communion.
- Greet volunteer ushers and greeters and update on worship plans.
- Provide support to team leaders including communion and usher leads by recruiting additional volunteers as needed for services.
- Assist with ushering, communion, and other worship support duties as required.
- Lead in organizing offering procedures, collecting, and organizing donations; securely bringing locked money bag to bank nighttime deposit.
- Responsible for collecting attendance sheet and bringing to office.
- Responsible for ordering worship supplies and to perform other duties as assigned to support congregational worship.

EDUCATION/EXPERIENCE:

High School diploma or equivalent.

One year of experience in traditional or contemporary Christian worship support including ushering, communion assisting, reading, and/or leading worship.

COMPETENCIES:

- Strong interpersonal skills in working with different personalities and leadership styles.
- Attention to details and strong organizational skills.
- Ability to respond and remain calm in emergency situations.
- Ability to maintain confidentiality and discretion.
- Ability to take initiative and work with minimal supervision.



A mature faith, a personal relationship with Jesus Christ, commitment to ministries of King of Kings, along with membership in the congregation and worship at King of Kings are requirements for all employees.

ABOUT KING OF KINGS

King of Kings is a vibrant family of faith. We use the term “family” to indicate the heart and spirit of this congregation as we gather in community, grow together and nurture one another in faith — and to indicate the importance we place on families worshiping, serving, and learning together. King of Kings has been blessed with a strong physical presence within the city of Woodbury as it sits atop Radio Drive; yet more importantly, God also calls and challenges us to be a witness in the world so that others may come to know and experience His love.

Our Mission is simple, “Centered on God our mission is to feed physical hunger, spiritual hunger and our hunger to be in community.” As a body of faith, we not only seek to address the effects of physical hunger both locally and globally, but our hunger to grow in faith and to be in community with other believers.

We believe that our journey of faith is an ongoing process of growth and mutual investment where people of all ages engage, support, and learn from one another.

We are excited for you to join the amazing staff at King of Kings and grow the mission for God’s glory.