

First Presbyterian Church – Bristol, TN POSITION DESCRIPTION

Title

Contemporary Worship Ministry Coordinator (CWMC)

Classification & Hours

Exempt, regular part-time working approximately 20 hours each week, allowing for a flexible schedule but required to be in the office at times agreed upon with the Pastor/Head of Staff.

Context and Values

This is both a musical position and a pastoral one, with responsibilities for planning and facilitating the contemporary worship service; auditioning, rehearsing, and guiding volunteer members of the praise team.

Accountability and Relationships

The Director of Contemporary Worship is accountable to the Pastor/Head of Staff, the A&O committee and the session. The CWMC will also work closely with the Worship committee of FPC Bristol.

Qualifications

1. The candidate must have a clear testimony of faith in Jesus Christ evidenced by a vital growing personal relationship with God.
2. The candidate must have a commitment to the mission, vision, and worship philosophy of First Presbyterian Church Bristol as taught in the Great Commandment and Great Commission. (Matthew 22:37-39 and Matthew 28:18-20)
3. The candidate should have demonstrated excellence in leading, developing and building community among members involved in a corporate worship-experience.
4. The candidate must have the sensitivity to help lead a congregation of believers in reaching a new generation of seekers through the worship of God.
5. A Bachelor's degree. This position does not require ordination.

Physical Requirements and Expectations

To effectively administer the duties of the CWMC, the employee must:

- Be capable of operating the technological equipment;

- Be able to communicate effectively, both orally and in writing;
- Be a self-starter;
- Possess the interpersonal skills necessary to work with others and treat them with respect and fairness and with firmness when necessary;
- Be available to attend meetings and attend to emergency situations that arise outside the normal office hours;
- Be adaptable and have the ability to make decisions and work under stress;
- Be physically capable of going up and down stairs to get from one area of the building to another; and
- Represent the church in a favorable manner when dealing with church members and any outside agencies and businesses.

Responsibilities

The mission statement for First Presbyterian Church states:

As a community being made whole by God, we love, serve, and grow through Jesus.

Whatever the job title or task being performed, all staff have the responsibility to work to fulfill the mission statement in the many tasks they perform. When ministering to people, discretion and confidentiality must be exercised.

Required Skillset

1. A pastoral heart and strong relational and community-building skills.
2. Confidence in leading worship both vocally and instrumentally.
3. A heart for the spiritual formation of those in the congregation, worship ministry.
4. Organizational skills, with the ability to use necessary technology and applications (Office, Pro Presenter, etc.).
5. Comfortable in using technology in worship.

Duties

1. Maintain an authentic and growing walk with Jesus Christ.
2. Develop relationships and be accessible for both congregants and college students to build a community of faith both within the church and beyond.
3. Meet weekly with the Pastor to pray, design, implement and evaluate weekly worship services of First Presbyterian Church Bristol that are God-honoring, theologically sound, musically excellent, and engaging to both the church and unchurched.

4. Attend weekly staff meetings and monthly Worship Committee meetings.
5. Recruit, develop, equip and lead ministry teams for the purpose of enhancing worship.
6. Help in the design and work with a team to maintain the worship space.
7. Direct all weekly activities and rehearsals necessary to facilitate worship Sunday morning, and Sunday evening student ministry gatherings.
8. Provide shepherding care for worship volunteers.
9. Oversee the contemporary worship budget, organization and volunteers.
10. Build contacts and relationships with local musicians to enhance our worship services.
11. Engage in regular professional development by attending worship conferences and other events.
12. Oversee the purchase and maintenance of all musical instruments and equipment as allowed by the budget.
13. Secure substitute musicians and leaders to lead when away.
14. Perform other duties assigned by the Pastor/Head of Staff.