

# **PARKSIDE BIBLE CHURCH**

## **MINISTRY WORSHIP COORDINATOR POSITION**

### **Weekly Responsibilities: (20 hours per week)**

1. Plan Sunday morning services with the input from the Pastoral Staff
2. Communicate with Worship Team and Tech Team rehearsal times and Sunday service responsibilities
3. Entering material into Pro-presenter in preparation for Sunday's services
4. Scheduling and communicating information for Worship Team and Tech Team
5. Participate in leading the Sunday morning services
6. Lead Wednesday evening rehearsals with worship team in preparation for Sunday's services
7. Pull and file music books for Worship team in preparation for rehearsals and Sunday services
8. Be responsible for Tech upkeep and updated equipment
9. Attend staff meeting on Monday mornings
10. Attend Thursday morning staff/congregational prayer time
11. Personal spiritual development

### **Yearly Events:**

1. Plan and lead services for Good Friday and Christmas Eve.
2. Lead singing/worship time for Kid's Camp

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