



# Classic Service Coordinator

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## Purpose of the Position:

Worship is the recognition of and the exaltation of the glory of God. At Covenant Life Church, we seek to worship God for who he is and what he has done. The Classic Service Coordinator (CSC), in cooperation with the preaching pastor, plans, coordinates and leads the Classic service and helps our congregation grow as worshippers.

## Responsibilities:

- 1. Service Planning:** The CSC will have primary responsibility for planning and executing the Classic Worship service each Sunday. Tasks include (but are not limited to):
  - Select and organize songs and other worship elements into an order of worship at least 10 days before each service that engages both the heart and the mind
  - Arrange parts for vocals and instruments as necessary to facilitate worship
  - Direct the choir, as well as smaller vocal or instrumental ensembles
  - Lead the weekly worship service and other special services, as necessary
  - Understand, appreciate and incorporate a variety of genres and worship literatures into a worship service
  - Discern that lyrics are in line with Scripture and the tenets of Reformed theology
  - Assist other special events and services (such as presbytery, weddings, funerals, VBS, Christmas Eve, etc.) as requested
  - Ensure proper care and maintenance of instruments (piano tunings, etc.)
- 2. Team Building:** The CSC will recruit, train and deploy God's people to use their gifts to facilitate the public worship of God. Tasks include (but are not limited to):
  - Identify and recruit members of the congregation with the musical and other gifts to serve through our worship services
  - Schedule musicians and vocalists for each service
  - Work with and direct musicians of differing levels of musical proficiency and blend them into a team
  - Provide opportunities for others to lead the worship services, as appropriate
- 3. Worshipper Growing:** The CSC will facilitate worship as helpful throughout the life of the church such as at special events and with our children and students. Tasks include (but are not limited to):
  - Serve with our children and student ministries to engage them in worship
  - Identify children and students with the potential gifts to be developed in the area of worship
  - Train and equip those whose skills may need development to prepare them for future involvement on our worship teams
  - Provide special opportunities for corporate worship outside of Sunday mornings (such as hymn sings, special worship events, etc.) that broaden the relationships within our body, promote love for and mutual submission to our brothers and sisters and to teach new music

## Reports to:

Senior Pastor (SP)

## Working Conditions:

1. **Part Time:** Approximately 15-18 hours per week, with seasonal fluctuations (Christmas, Easter, etc.)
2. **Pay Structure:** The CSC will be paid a flat weekly rate per service
3. **Flexible Hours:** The CSC will not be expected to maintain regular office hours but a space to work at the church will be provided as helpful
4. **Additional Responsibilities:** Additional responsibilities, as requested

## Expectations & Qualifications:

1. **Character:** The CSC must be deeply committed to Christ and exhibit an ongoing growth in spiritual maturity and godliness.
2. **Membership:** The CSC must be (or become) a member of Covenant Life Church and must actively participate in worship and in a discipleship group. Under Biblical authority, the CSC must demonstrate joyful submission to the elders and staff.
3. **Experience:** Proven experience in leading corporate worship in a Reformed church.
4. **Skills:**
  - a. Demonstrated proficiency in leading the Classic style of worship
  - b. Instrumental and vocal skills appropriate to leading worship
  - c. The persona to engage relationally with the congregation during a worship service
5. **Motivation:** The CSC must be self-motivated and ready to serve

## How to Apply

To apply for the Classic Service Coordinator position, please send a letter of interest, resume and, if available, audio or video example of you leading worship to Steve Jeantet, Executive Pastor, at [steve@covenantlifepca.com](mailto:steve@covenantlifepca.com).