



Pleasant Valley Baptist Church  
www.pleasantvalley.org

## Pleasant Valley Baptist Church Job Description

**Position:** Student Ministry Worship Coordinator  
**Reports to:** High School Minister  
**Status:** Part-time  
**Classification:** Ministerial, Exempt

### Description Summary

The Student Ministry Worship Coordinator is to work closely with the Student Ministry team to provide primary visionary, organizational, and tactical leadership over the student ministry worship and production ministries. This person is to provide leadership over all areas of the worship and production ministries in a way that provides healthy, Biblical development for all students and ministry partners serving.

A vibrant and growing relationship with Jesus Christ is of utmost importance, and top priority, for all aspects of the Student Ministry Worship Coordinator position.

This position is exempt/salaried and reports to the High School Minister

### Job Responsibilities

#### **Worship programming/planning**

1. Responsible for providing leadership and staffing of bands/production operators for middle school and high school outreach programs on Wednesday evenings and Sunday evenings. This includes attending weekly program planning meetings, scheduling using Planning Center Online, communicating adequately with volunteers, leading devotionals for the volunteer team, and developing musicians, vocalists, and tech operators to reach their maximum potential.
2. Required to communicate regularly and thoroughly with Student Ministry staff, larger Pleasant Valley staff, parents of students serving, and students serving on the worship/tech ministry. This also included regular communication and meeting with the High School Minister to discuss the status of the worship/production ministry.

3. Partner with PV staff in the maintenance of Student Ministry worship systems and venues including keeping worship environments operable and organized.
4. Partner with Student Ministry staff to provide leadership over the worship/production aspect of PV's annual summer camp program including providing a sound/lighting system and serving as point of contact to the contracted worship band.

### **Leadership development/recruiting**

5. Create a process to audition or train students who express interest in being a part of the worship/production ministry, and communicate with them and their parents thoroughly throughout the process.
6. Actively work to recruit and develop adult ministry partners to assist in the training, developing, and discipling of students who serve in the worship/production ministry.
7. Commit to continually developing in personal leadership skills especially in the areas of leading teams, development of worship leaders, and development of production leaders.

## **Qualifications / Job Skills**

1. Ability to build and lead teams
2. Ability to lead congregational worship in a Spirit led manner
3. General knowledge of production systems such as sound equipment, lighting, and presentation graphics
4. Knowledge of, or willingness to learn, ProPresenter Software
5. Knowledge of, or willingness to learn, Planning Center Online
6. Knowledge of, or willingness to learn, Multitracks Software
7. Knowledge of Gmail, Google Drive, Google Calendar

## **Experience and Education**

- High school diploma or equivalent
- At least 3 years experience related to leading worship
- Experience leading a team

\*Footnote: This position has been designated as ministerial by the Personnel and Leadership Team of Pleasant Valley Baptist Church and is therefore exempt from

federal and state employment laws, including laws regarding wages, hours and overtime pay.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_