

KURRI KURRI BAPTIST CHURCH

Worship Ministry Coordinator Role Description

Document 37	
Replace existing document?	Yes
Version:	4.0 Change of title, term, addition of volunteer category
Model Document Credit:	N/A
Details of superseded documents:	(Version 3.0) – Worship Team Coordinator Role Description. Reviewed and updated by Governance Body on 29/6/2024. (Version 2.0) – Worship Team Coordinator Role Description. Reviewed, updated, reformatted and adopted by Governance Body on 16/6/2023 (Version 1.0) Worship Team Co-Ordinator Prepared and reviewed by Ministry Leaders and Transition Team (as per report October 2020)
Adopted by governance body on:	16/6/2023
Last date reviewed:	2/7/2025
Review due date (annual review):	2/7/2026

Note: Throughout this document, “Church” refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

Role Title

Worship Ministry Coordinator

Role Description

Plan and coordinate weekly worship services and special events with the Worship Team

NOTE: The Worship Team comprises Service Leaders and Musicians

Responsibilities

- Appointment of a Worship Team:
 - In liaison with the Church Leadership, appoint a team of Service Leaders, and communicate the members of this team to the Diaconate, Safe Church Team, and Roster Coordinator
 - Appoint a team of Musicians, and communicate the members of this team to the Diaconate, Safe Church Team, and Roster Coordinator
- Pray for, and encourage others to pray for, those involved in the Worship Team
- Liaise with the Worship Team to plan and organise worship services and special events
- Facilitate Worship Team meetings on a regular basis
- Liaise with the Pastor and/or the Leadership regarding preaching roster
- Provide encouragement to, and orientation of, Worship Team members
- Plan and organise appropriate training and development activities
- Recording and reporting compliance as required by CCLI <https://reporting.ccli.com/search> , One License <https://www.onelicense.net/my-reports>
- Work with other Ministry Coordinators (such as the Children's Ministry Coordinator) as required, taking into consideration the needs of these Ministries

Prerequisites and/or skills required

- Church member, and/or agree with the "Responsibilities of Membership" listed in the Constitution (5.c.)
- Compliance with the Procedure for Staff and Volunteers (Category 2 a - Volunteers in leadership roles, engaged in child-related work and/or engaged in work with vulnerable adults)
- Have qualifications and/or be experienced and/or be gifted in Worship / Music ministry

Supported by

- Church Leadership, and Church
- Worship Team (Service Leaders, Musicians)
- Roster Coordinator

Term

- Nominated by a regular Church attendee (Member or Non-Member), and affirmed at the Annual Church Meeting
- One year term, with eligibility for re-nomination for subsequent terms

Reporting to

- Church Leadership, and Church

Reporting method and frequency

- By means of regular reporting to the Diaconate, and contributing a written report for the Church Annual Report