



RENAISSANCE
CHURCH

Worship Coordinator

Job Description (part-time, 10–15 hrs/wk)

Position Overview

The Worship Coordinator is a part-time position that reports to the Creative Director and executes tasks to increase the efficiency and capacity of the Creative Team. The responsibilities of this position will vary depending on experience as a musician.

Qualifications

- Musical (vocal or instrumental) training
- Experience in live performance
- Ability to read music
- Ability to collaborate well with other team members in rehearsals and planning
- Excellent communication skills
- Ability to work in a fast-paced environment
- Availability during mid-week work hours
- Must be in agreement with the beliefs of Renaissance Church and possess a desire to support the mission and vision.

Key Responsibilities

- Coordinate service planning with the Creative Director and Worship Leaders
- Prepare songs for rehearsal and worship service needs
 - Uploading rehearsal files to Services
 - Commission the necessary charts for musicians and vocalists
 - Transposing Files
- Prepare, print, and post all necessary cue sheets
- Load backing tracks for worship services and events in Playback
- Scheduling meetings and rehearsal times with musicians and vocalists
- Schedule musicians, vocalists, and speakers for services
- Send weekly service notes emails to team members
- Ensure accuracy of slides and lyrics for worship services and special events
- Coordinate onboarding and training for new worship team members
- Occasionally, prepare other elements for worship (e.g., readings, candles).
- Assist the Creative Director as needed

Please email your resume to Glory DeSimone at glory@renchurch.com.