

Renewal

Job Description

Job Title	Worship Coordinator
Hours	Full Time - 40 hours
Line Manager	Senior Pastor
Accountable to	SMT

Job Role & Purpose

The Worship Coordinator serves to organise, develop and arrange worship at Renewal. Working under the Senior Pastor to assist with the efficient running of Worship in Renewal's gatherings across all locations.

Key Duties & Responsibilities

- Build and sustain a relevant approach for worship within the gatherings across all Renewal locations in accordance with the ministry model.
- Planning Centre Scheduling: Preparation of team invitations for each quarter.
- Planning Centre Resources - ensuring new songs, charts and links are added and sending them out to leaders, as well as training team on how to access and use Planning Centre.
- Research new songs for each quarter, basing song pool on Message Writing Development content.
- Working closely with Worship space and other leaders.
- Work with the Teams Pastor, to set up an effective flow for new people to join team.
- Work closely with the Technical Producer to ensure the effective working of worship team and production team.
- Organise and manage rehearsals and performances.
- Oversee the training and development of musicians, singers, teams and performers.
- To work closely with the Pastor of Care & Growth on any pastoral issues.
- To work closely with the Office Manager to ensure shared practice for all events and administrative work.
- To work closely with the creative department, on any creativity, visuals, that will connect to worship.
- Develop song-writing and musical arrangements with excellence and breadth.
- To work closely with the YOUTH team to develop a pipeline for younger worship team members, to join Sunday Gatherings.

This job description outlines the key duties that are expected of you within the role although is not an exhaustive list. It may be amended in line with experience, business requirements and as a result of any future organisational change.

Other Responsibilities

- Management of volunteers
- Identify future leaders
- Oversight of Planning Center
- Provide music leadership for weddings, dedications and funerals
- Establish links within worship external to Renewal
- To keep up to date with role requirements as well as developments at Renewal and act in keeping with the ethos of the Charity.
- Contribute to the growth and expansion of Renewal.
- To undertake any other duties commensurate with the role, within the bounds of his/her own competence.
- Be part of the Staff team, building into Renewal culture and ethos
- Follow organisational structure, channels of communications and sign-off processes
- Maintain healthy interdepartmental relationships

The post holder is expected to be flexible and accommodating, following consultation, in terms of any changes to the way Renewal operates in the future.

Notes on role

The worship coordinator will be an empowering leader, that can develop and encourage others to their fullest potential. They will work closely with other heads of department, staff members, senior management and volunteers to collaborate and achieve goals together as one team.

Hours worked may be outside regular working times and do include Sunday working.

The Worship Coordinator will convey a professional and positive image and attitude regarding Renewal and demonstrate commitment to continued professional growth and development.

Knowledge, Skills & Abilities

Knowledge & Experience

- Understanding of how the development of the role will lead to the success of the Church
- Proven track record of leading worship within a church context, either paid or as a volunteer and to be able to demonstrate a sensitivity in worship
- Be knowledgeable of current developments in the ministry of worship
- Experience of managing teams
- Knowledge and awareness of the remit of Renewal and it's work within the community

Skills & Abilities

- Ability to plan strategically
- Leadership and the ability to develop leaders and teams
- Ability to work as part of a team
- Clear communication skills and ability to build positive relationships
- High level of musicianship
- Excellent organisational and time management skills

- Available to work Sundays and evenings where required.

Qualifications

- Music or creative qualifications desirable.

Personal Qualities

- Heart for the current Mission and Vision of Renewal
- Disciplined and committed to growth.
- Compassion and empathy in the undertaking of your duties, displaying wisdom and independent judgement.
- High level of integrity
- Focussed, adaptable and willing to learn new skills
- Understand confidentiality and exercise discretion throughout your role
- Resilient

Job Location

Based in Solihull. Required to develop team in all locations - therefore travelling where necessary.

For all Employees

Work to Renewal's Mission, Values & Vision

We Are A Family: We belong and grow together, working in relationship with each other. We are role models of a servant-hearted approach. In our individual relationships we love one another, encourage one another, honour one another, build one another up and bear with one another.

We Are A People: We bring our individual relationships together to form our corporate identity, united as one and with one vision and purpose. As a team we win and learn together.

We Are A Movement: We look outwards, continuously moving and seeking to connect the church to the community around us. We are innovative, constantly striving to improve what we do and who we are.

A copy of Renewal's Mission, Values and Vision document will be made available to you as part of your induction to Renewal.

Flexibility

You are expected to be flexible in your approach to fulfilling your role and supportive of your colleagues in the delivery of all services within the community and within the Church.

Safeguarding

All Renewal staff and volunteers are expected to acknowledge the duty of care to safeguard and promote the welfare of children and vulnerable adults and should all be committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice at all times. You have a duty to report any concerns to the Renewal Safeguarding Officer.

Where necessary for your role you may be expected to hold a DBS check (either Basic, enhanced or standard depending on role)

Health & Safety

To comply with the Health and Safety at Work etc. Act 1974.

To take responsibility for your own health and safety and that of other persons who may be affected by your acts or omissions.

To attend and observe Fire Safety Training and instructions.

Equality & Diversity

To carry out at all times your responsibilities in line with the Renewal's Equal Opportunities & Dignity at Work Policy and Procedure.

Confidentiality & Data Protection

To maintain confidentiality of information relating to the church, its congregation, clients, staff and other users of Renewal in accordance with the General Data Protection Regulations including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/or prosecution.

Renewal Solihull

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