

Worship Coordinator

Part Time (1 day/week – 0.2 FTE)
Paid Ministry Worker: Role Description

OBJECTIVES

- Add creativity and cohesion to WDBC worship services
- Grow capacity of worship teams & service leaders
- Manage, improve, and foster healthy communication processes between service leaders, volunteers, and pastoral ministry team
- Relieve demand on the pastoral team of weekly service planning

POSITION DESCRIPTION

- This worship coordinator (WC) role exists to oversee the design and planning of weekly worship services and their elements, in consultation with WDBC's pastoral team. The WC works to support leaders, volunteers, and participants in worship services, so that they are equipped and prepared to fulfill their respective roles in facilitating corporate worship at WDBC. The WC may also schedule and be present for meetings to prepare these services, as well as improve the sound of the Sunday worship music by recruiting new musicians or planning and leading rehearsals. Finally, the WC is also responsible for coordinating other non-musical parts of the service, such as readings, prayers, dramas, videos, and special items. This position reports to the Senior Pastor/Executive Pastor (if present).

DESIRED SKILLS

- Robust theology of Christian worship that communicates the gospel
- Experience in leading corporate worship & service planning
- A “team player” who works well with diverse types of people
- Proficiency in music performance
- Familiarity with church administration software: Planning Center Services, Faithlife Proclaim, Canva, Squarespace
- Knowledge of WDBC, its ministries, and practices is preferred

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Executive Pastor

Part Time (2 days/week – 0.4 FTE)

Paid Pastor: Role Description

OBJECTIVES

- Increase support of our Ministry Team Leaders (MTLs) and Deacons, for the overall stability and health of WDBC ministries and those who lead them.
- Improve communication and coordination between ministries of WDBC
- Ensure the operational readiness of the church through leadership and oversight of the support staff performing duties in administration, finance, human resources, supply, and facilities management
- Foster the short and long-term health of our ministries, through strategic equipping, training, and managing of current and future volunteers.
- Establish an ongoing direction of ministries that effectively reach WDBC's community and accomplish its vision for gospel ministry
- Support the Senior Pastor in discernment, decision-making, evaluation, and implementation of effective ministry practices

POSITION DESCRIPTION

- This Executive Pastor (EP) role is a part-time position designed to actively support and empower our ministries at WDBC through direct oversight of our Deacons and Ministry Team Leaders. The EP will have an operational focus on the activities and structures of ministry within WDBC. Initially the EP will be responsible for running monthly Deacons meetings, quarterly MTL meetings, and overseeing ministry profiles. This is a pastoral role because it requires the shepherding, discernment, and teaching gifts found in those God has called to be pastors.

DESIRED SKILLS

- Character and maturity biblically required of a gospel minister
- Extensive experience (10+ years) in church ministry as an accredited pastor or recognized minister
- Balance of inter-personal and administrative skills
- A “team player” who works well with diverse types of people
- Ability to implement, analyze, and develop process on gospel principles
- Familiarity with church administration software: Planning Center Services, Faithlife Proclaim, Canva, Squarespace
- Knowledge of WDBC, its ministries, and practices is preferred

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