

First Presbyterian Church of Houston

WORSHIP COORDINATOR

POSITION SUMMARY

The Worship Coordinator will provide essential administrative support to the Ministry of Worship ensuring efficient organization of resources, and communication while managing departmental documentation, payroll, budget, and coordinating logistics for weekly worship services. Additionally, the Worship Coordinator will facilitate staff meetings and support music/worship staff assistance, utilizing various software tools to enhance workflow and communication.

KEY AREAS OF RESPONSIBILITY

- Administrative support for the Director of Worship to include organize and maintain essential resources and manage Director's calendar and meetings.
- Support and assist in managing the worship budget.
- Support weekly planning meetings by distribution of service orders, manage timelines, and logistics.
- Manage worship needs for all seasonal events.
- Collaborate with the Communications and Media ministries to create weekly Sunday bulletins.
- Collaborate with volunteers to maintain the Music Library and collect music resources efficiently.
- Provide administrative support to the worship staff to include weekly ministry meetings.
- In collaboration with the Director of Worship, coordinate the overall planning and implementation of worship services.
- Other duties as applicable to the position or in the best interests of FPC.

QUALIFICATIONS

Education & Experience

- 4-year bachelor's degree or equivalent.
- Knowledge of worship music.
- Good administrative and interpersonal skills.
- Proficient personal computer skills and familiarity with Planning Center Online, Adobe InDesign, Acrobat, Finale, and MS Office products.
- Minimum of three years' experience in church music work.
- Ability and desire to work effectively as part of a team with other staff, volunteers and covenant partners.

For more information and to submit your application, please email hr@fpchouston.org.