

Worship Coordinator

King of Kings Lutheran Church, Woodbury, MN

About the Role

Responsible for supporting worship teams enthusiastically and positively in the Sanctuary during Sunday services and for special services throughout the year to ensure the smooth flow of worship, serving as the communication liaison between pastoral/worship staff, ushers, communion assistants, readers, acolytes, and assist prayer ministers.

Hours

Part-time; nonexempt- 4 hours Sunday mornings/ once per month and other worship services, as needed.

Responsibilities

Opening & Closing Procedures

- Open the building prior to worship services by:
 - Disengaging the alarm system
 - Unlocking all access doors
 - Turning on lights and monitor screens
 - Placing worship bulletins in all holders at the north and south Sanctuary entrances
- Secure the building after worship services by:
 - Turning off lights and monitors
 - Ensuring bathrooms are tidy (leave a note on the custodial door for issues requiring follow-up)
 - Confirming all entrances are locked and secured

Sanctuary Preparation & Worship Readiness

- Walk through the Sanctuary prior to worship to ensure:
 - Cleanliness and overall readiness
 - Correct paraments are displayed
 - Pews are stocked
 - Baptismal font and processional cross are in place according to worship planning documents
 - Pulpit is supplied with water and tissues
- Prepare the Sanctuary for worship by:
 - Filling candles and maintaining candle supplies
 - Arranging furniture on the chancel
 - Setting flowers and paraments
 - Positioning risers behind the lectern and altar
 - Preparing for special worship elements such as baptisms and communion

- Read the worship bulletin prior to each service and prepare accordingly, anticipating worship support needs in coordination with the presiding pastor

Worship Leadership & Volunteer Coordination

- Greet all worship volunteers with joy and enthusiasm
- Lead a pre-worship huddle that includes:
 - Prayer
 - Reviewing volunteer roles and responsibilities
 - Encouraging volunteers to serve with joy and radical welcome
- Actively recruit, encourage, and support new volunteers
- Plan and maintain the worship coordinator schedule (Designated Lead Worship Coordinator)
- Attend all worship coordinator meetings, trainings, and related gatherings

Worship Supplies & Administrative Responsibilities

- Ensure all worship supplies are ordered and inventory is maintained, including:
 - Candle oil
 - Candles and wicks
 - Ashes
 - Other worship-related materials
(Designated Lead Worship Coordinator)
- Coordinate attendance numbers following worship services
- Organize offering procedures, including:
 - Collecting and organizing donations
 - Securely transporting locked money bags to the bank night deposit
 - Returning keys and attendance sheets to the Executive Director's desk

Hospitality, Safety & Support

- Serve as the first point of contact for spills or emergencies within the Sanctuary and Gathering Space
- Assist in creating a welcoming, organized, and worshipful environment for all attendees

Additional Responsibilities

- Other duties as assigned.

Who We're Looking For

- High School diploma or equivalent.
- One year of experience in traditional or contemporary Christian worship support including ushering, communion assisting, reading and/or leading worship.

Our Mission

Centered on God, our mission is to feed physical hunger, spiritual hunger, and our hunger to be in community.

How to Apply

- Email cover letter and resume to Amelia Houdek at amelia.houdek@kingofkingswoodbury.org