

WORSHIP COORDINATOR
American Reformed Church, Luverne, Minnesota

POSITION PURPOSE: To schedule and organize worship leaders, praise team members, musicians and order of worship for Sunday mornings and holidays.

POSITION QUALIFICATIONS: Love for worship through song and a good understanding of music and worship leadership. Gifts and skills of administration, organization, leadership, and ability to work with people are also necessary. Must be a self-starter. Employee will be encouraged to regularly attend worship services at ARC.

POSITION RESPONSIBILITIES AND DUTIES:

Weekly

Planning Center

- enter songs
- email “set complete” to Worship Team
- add details/notes to order of service

Worship Planning Meeting

- go over service details with Pastor (preferably Tuesday mornings)
- discuss announcements
- complete follow up after meeting

ProPresenter

- add songs
- build playlist
- add graphics
- put in message slides when available
- design announcement slides

Other

- print music books
- clean up stage for weekend (in partnership with Arlin)

Monthly

ProPresenter

- build new graphics

Planning Center

- send out block out email (10th)
- schedule worship leaders (15th-20th)
- schedule worship teams (20th)

The employee will have access to an open space in the facility and have access to the following: a phone, photocopier, worship center computer and tablet.

The employee must operate within the guidelines of the American Reformed Church Employee Handbook and adhere to our Statement of Faith.

This position will be supervised by the Lead Pastor. The performance of this position is measured by how complete and effective the duties are carried out. There will be a review of performance and job description annually. Performance review can be requested by employee or the personnel committee at any time when convenient to both.

This position is considered paid part-time with 4 to 8 hours average per week.

(Drafted October 2026)