

Tenth Church, Vancouver BC

Job Posting: Worship & Arts Facilitator

We are looking for a Facilitator to assist our Pastor of Worship & Arts: someone who is extremely organized, with outstanding skills in coordination, to manage & facilitate the scheduling of over 100 musicians and numerous worship teams for multiple services at Tenth Church. The ideal candidate is also a competent and gifted musician and worship leader, with experience in setting up and operating sound systems.

Primary Job Responsibilities: To Assist the Pastor of Worship and Arts in all aspects of Worship and Arts at Tenth Church, primarily in a coordinating role.

Hours: Approximately 35 hours per week (depending on qualifications). This position may be divided into two positions if a suitable candidate is not found with the right combination of skills.

Commencement: September 2010

Working Relationship: Reports to the Pastor of Worship and Arts

Duties and Responsibilities:

Coordinating and Service Preparation

- Coordinate worship teams and collaborate with pastoral team to produce Orders of Service
- Liaise with worship leaders on weekly basis

Scheduling

- Draft separate schedules of worship leaders, musicians, and techs for all services.
- Communicate with musicians and team members (by phone, e-mail, texting, and in person), and handle cancellations and substitutions as necessary.
- Maintain and update Planning Center Planning Center Online software

Worship Leading and/or Rhythm Section Coaching

- Lead services as needed (especially Third Service)
- Mentor others to lead
- Coach musicians in teams
- Arrange as needed.

Administrative and Pastoral Assistance

- Assist the Pastor of Worship & Arts in replying to e-mail, handling calls to the department.
- Prayerfully support all the Worship services at Tenth.
- Regularly update the Worship & Arts information on the Tenth website
- Keep an updated database of musicians and artists, in Planning Center Online and W & A Directory.
- Assist the Pastor of Worship & Arts as needed

Music

- Seek out new worship material for Tenth Worship services, in form of CDs, mp3s and the like, and charts, including locally composed songs.
- Assist Pastor of Worship & Arts in distribution of music and parts, occasionally involving transpositions.
- Assist with filing of music from Sunday

Event & Arts Planning & Logistics

- Assist in logistics for all major special services and arts events at Tenth.
- Coordinate Worship & Arts team gatherings.
- Assist in administration and organization of artistic events and artistic features, eg. Artisan Cafés, coffee houses, incorporation of drama, dance, video, special music
- Potentially help organize occasional concerts or other artistic events.

Sound & Staging Coordination (if candidate also has these skills)

- Set up sound system for Thursday rehearsals & Sunday PM services.
- Train volunteers in sound system operation upon occasion, at Thursday evening rehearsals
- Coordinate & liaise with Tenth technicians
- Assist with displaying of artwork
- Give occasional assistance in achieving the maintenance & care or purchase of instruments at Tenth.
- Fill out stage plots and ensure they are completed

Pastoral Care

- Provide assistance in relating with and meeting with artists and musicians, as needed, and time permitting.

Required Skills and Experience

- Very strong administrative skills, very organized, strategic, strong at planning, managing, and organizing multiple details and logistics.
- Facility with software to be able to work with Planning Center and databases.
- Familiarity with a broad range of worship arts and worship music
- Reasonable knowledge of scripture
- A servant's heart and passionate heart for God
- Maturity and efficiency; humility & respectfulness
- A person of integrity
- Strong gifting in music, preferably with the training, ability and experience to coach other musicians effectively.
- Skill in setting up, using, and striking sound equipment.
- Good communication skills, oral and written.