



THE KING'S CHURCH

Opportunity: Worship & Tech Coordinator (PT / 10-15 hours a week.)

Compensation: Hourly rate TBD, 6 Sundays off a year (unpaid)

Frequency: Sun. 7:30am to 12:30pm (5 hours), & midweek (8-10 remote hours)

Reports to: Lead Pastor

Description: Serve as the primary worship leader while leading and developing a team of volunteers supporting worship and production. This role combines musical leadership, team development, and oversight of Sunday services and midweek preparation. The goal is not just execution, but building a healthy, sustainable team in a portable church setting.

Communication & Rhythm: We operate as a portable church without a permanent office, so communication is primarily remote and flexible. Slack is the primary communication tool throughout the week. There is a weekly one on one with the Lead Pastor, in person or via Zoom as needed, along with ongoing collaboration around service planning and development.

Sunday Responsibilities

- Oversee and help execute all elements of the Sunday service including worship, lyrics, sound, slides, and service flow
- Lead the room musically and set the tone for worship
- Coordinate and support volunteers serving in tech and production roles
- Assist with setup, teardown, and organization in a portable environment
- Step in to run any part of the service if needed
- Identify and communicate opportunities to improve clarity, flow, and overall quality

Midweek Responsibilities

- Plan and prepare worship sets aligned with sermon themes and calendar
- Collaborate with the Lead Pastor on corporate prayer and liturgy
- Schedule worship and tech volunteers through Planning Center
- Build and finalize Order of Service and slides in ProPresenter
- Communicate clearly with team members throughout the week
- Participate in occasional planning meetings for key Sundays and events

Personal Responsibilities

- Be a committed Covenant member of The King's Church
- Take ownership of responsibilities and ensure coverage when absent
- Show up prepared, dependable, and ready to lead
- Be teachable, humble, and willing to receive instruction with joy
- Demonstrate a growing understanding of corporate worship, prayer, and liturgy
- Communicate proactively and follow through consistently
- Help build a culture of humility, growth, and team development