

Position Description

Position Title: Worship Coordinator
Reports To: Director of Worship

Revision Date: April 2026
Job Class: Salary, Exempt FT

Purpose:

The primary purpose of this position is to serve as the Leader of the Worship Teams at all campuses of First Baptist Simpsonville|Upstate Church (hereafter FBS|UC). Responsibilities include implementing the vision for the worship culture and worship ministry as passed down from the Senior Director of Creative Arts (as well as the Vision Team), coordinating with the Worship Team, the creation and implementation of all the worship elements necessary for all the main worship services, and working closely with Production Coordinators and the Production Team. This incumbent is expected to adhere to and encompass the qualities and characteristics required of FBS|UC employees, as defined by the Employee Handbook.

Essential Duties and Accountabilities:

- Spiritual formation of those in the worship ministry teams
- Relational skills and enthusiastic presence for leading large and small worship settings
- Implement the vision, direction, planning, scheduling, and evaluation of worship teams across all campuses as directed by the Director of Worship and the Senior Director of Creative Arts
- Implement the vision, direction, goals, organization, leadership, finances, and administrative processes for the worship teams as outlined by the Director of Worship and the Senior Director of Creative Arts
- Assist the Lead Pastor and/or Teaching Pastors in planning services and help in the implementation of any ideas that come out of those planning sessions
- Work with the Director of Worship to oversee all training, evaluation, and weekly musical needs for all Music Directors
- Work with the Director of Worship to oversee all training, evaluation, and weekly direction for all Worship Leaders
- Encourage, enlist, audition, network, and maximize participation in the worship ministry at FBS|UC
- Participate and help when needed in all FBS|UC music/worship-related events
- Be available for funerals if needed
- Participate in training and conference opportunities and provide training for worship teams
- Research current trends, methods, and best practices in Worship Ministry
- Mentor members of the church body
- Function well with pastoral staff, leadership team, co-workers, church staff, the congregation, and the public by treating them with honor and grace
- Be a resource for all church ministries in the area of worship
- Build bridges between campuses in the Worship Team with a “one church” vision
- Encourage spiritual focus and commitment by modeling the core values of FBS|UC

Other Specific Responsibilities:

- Lead worship or direct music at one of our campuses weekly
- Set up and mix Ableton/Playback for every campus weekly
- Write charts when necessary, purchase music, and load into PCO
- Schedule all Musical Directors and Worship Team members at every campus in collaboration with the worship staff
- Keep PCO up to date with set planning
- Attend all scheduled Creative meetings
- Build a network with local colleges to recruit young, talented students to serve

Position Requirements:

- Meets the qualifications of biblical leadership as outlined in 1 Timothy 3 and Titus 1
- Ministerial employees perform crucial religious functions. Sexual-conduct standards in ministerial jobs are necessary to the church's operation and theological witness
- Has a commitment to the Statement of Faith, Vision Statement, Mission Statement, and Core Values of FBS|UC
- Leadership: a demonstrated ability to lead people and get results through others
- Planning: the ability to think ahead and plan over a one-to-two-year time span
- Management: the ability to organize and manage multiple priorities. Sound use of good judgment
- Problem analysis and problem resolution at both a strategic and functional level
- Excellent interpersonal and communication skills
- Strong team player