



## Worship Co-ordinator

The Vine is a multi-cultural, inter-denominational, vibrant church community based in the Wan Chai district of Hong Kong. We are both a local and an international family, made up of people born and raised in Hong Kong, as well as those who have moved here from other countries. We are currently looking to hire a full time Worship Co-ordinator who reports directly to the Worship Pastor.

### Job Description

The role and responsibilities are as follows:

#### Worship Team

- Assist the Worship Pastor to outwork the current vision of The Vine in the worship ministry
- Roster the worship team volunteers for all Sunday services and any special events requiring worship ministry support
- Oversee weekly Sunday service set lists in collaboration with Worship Pastor and worship leaders
- Oversee and coordinate worship team auditions & on-boarding of new members
- Oversee monthly jam sessions for new and developing team members
- Assist Worship Pastor for monthly Team Nights, core team meetings, and any other worship ministry initiatives as needed
- Conduct of team socials and community building events in collaboration with Worship Pastor and Worship Core Team
- Liaise with the facility team regarding worship requirements and room bookings
- Attend weekly services planning meeting
- Oversee rehearsals, workshops, and trainings in collaboration with Worship Pastor
- Provide excellent PCO and Churchsuite oversight and process all reporting
- Coordinate worship team volunteer F&B support

#### Vine Ministries and Special Events

- Providing training for Community Group worship leaders as needed
- Provide worship support for Vine ministries and initiatives as needed, including weddings, funerals, church-wide prayer meetings, etc.
- Assist ministry leaders to develop the worship culture and/or worship teams in different communities and ministries (Flight, 180, Chinese Community, RAS fellowships, etc.)

#### Pastoral Team, Ministry Life Team, and Worship Dept.

- Participate fully in Pastoral Team meetings, intercession meetings, and devotions
- Participate fully in MLT and/or Worship dept. meetings & team building initiatives
- Collaborate with Pastoral Team around wider Vine ministry

### Job Requirement

- Undergraduate degree or equivalent, Theological Degree bonus.
- Minimum 2 years' worship leading experience
- Musically proficient, able to musically lead a band
- Strong command of PCO and MS Office
- Ability to plan a worship service
- Experience leading a sizeable worship ministry preferred
- Team player and avid learner

### How to apply

Please send your resume and cover letter to [hr@thevine.org.hk](mailto:hr@thevine.org.hk). Closing date for application is March 18, 2019, 5pm.