



# Guidelines Document Worship Coordinator

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The following document provides guidelines and processes to be followed for the  
Worship Coordinator

Last Updated: 23 April 2019

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**General Information:** The Worship Coordinator's role is to oversee the effective functioning of the worship team in the assigned church location. This involves coordinating the tasks and activities as assigned by the worship pastor.

## Responsibilities

### Daily

1. Pray for the individual members of the team (*during one's own personal prayer time*)

### Weekly

1. Pray for the team members rostered to minister on Sunday.
2. Receive and go through the song-list planned each week by the rostered Worship Leader.
3. Guide the relatively newer worship leaders in the song selection, transition of songs and order of songs (as required)
4. Facilitate in evaluating the worship team review of the worship team. Encourage the team to do this each week.

*The important questions to ask (in their order of importance) in reviews:*

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| <ol style="list-style-type: none"><li>1. Did we personally worship the Lord during the worship time?</li><li>2. Did we encounter God's presence as we played together?</li><li>3. Did we learn anything new about how the Spirit of God led us during worship?</li><li>4. Did the congregation recognize and encounter God's presence?</li><li>5. Did we play well <i>individually &amp; together</i> as a worship team? In what areas can we improve – <i>individually &amp; together</i>?</li></ol> |
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5. Share feedback and discuss with the team *after the service or during the week* on the skill and spiritual aspect of Sunday's ministry time – the good, the improvement areas, the learnings, the things to avoid, etc.
6. Get the worship pastor(s)' feedback and inputs wherever required.

### Monthly

1. Get the availability of the team for the WT roster and send it across to the designated person making the roster.



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2. Get feedback from Worship Leaders on team rehearsals and personal preparation for rehearsals by team members (learning the songs)
3. Encourage the team on continuous spiritual and skill growth. This can be done through email/sms/meetings.
4. Get worship pastor's feedback and inputs wherever required.

### **Need based**

1. Identify and prepare potential WT members for WT auditions.