

Worship Coordinator | Part-Time | 15 Hours Per Week

Crossbridge Community Church, West Deptford, NJ

Purpose

The Worship Coordinator helps create worship environments that are Spirit-led, engaging, and aligned with the mission, vision, and values of Crossbridge Community Church.

This role is responsible for developing a healthy worship culture and is designed to be more than simply “playing music” on Sundays. The Worship Coordinator helps cultivate a culture where worship becomes a meaningful expression of discipleship, community, and response to God throughout the life of the church.

Key Responsibilities

Sunday Worship Leadership

- Lead worship during Crossbridge’s Sunday morning gathering
 - Create the worship set for the weekly service plans in Subsplash
 - Report songs in Subsplash for CCLI tracking
- Plan worship sets 2–3 months in advance alongside the Pastoral team and teaching calendar
 - Create a healthy rhythm of new & known songs that encourage worship participation
- Collaborate with church leadership to create worship environments that are prayerful & help people connect with Jesus and take steps in their faith
- Prepare charts, arrangements, tracks, and other resources for musicians and vocalists
- Sunday call time is 7:45 AM for Worship Coordinator & weekly worship leader (as needed) and 8 AM for the band (This time is subject to change if service time switches from 10 AM or additional services are added.)

Worship Team Development/Management

- Recruit and onboard new worship volunteers, both vocalists & musicians, as well as help develop current team members.
- Plan weekly rehearsals & arrive at least 15 minutes prior to the scheduled time to open the building & prepare the space.
 - Provide the songs weekly to the team, including correct keys, mapping, & tracks at least two (2) days before rehearsal.
 - Provide the weekly song sheet printing needs to the Office Manager by the fourth Wednesday of each month for the following month
- Manage volunteer scheduling with a focus on creating sustainable volunteer rhythms.
 - Monthly scheduling of team completed by the 15th of each month for the following month

- Input of team schedules into the Subsplash database, including follow-up with unconfirmed volunteers.
- Troubleshoot unavailable volunteers/callouts
- Help care for and spiritually encourage worship team members
- Foster healthy communication and team culture with a focus on healthy conflict management
- Be available to check-in with CB Youth Worship Team as needed

Major directional, staffing, budgetary, or production decisions are made collaboratively with church staff and leadership.

Worship Events

- Lead and coordinate Worship Nights with Pastoral Staff. Minimum of three (3) worship nights per year.
- Coordinate worship aspect of CBsummer Wednesday nights.

Collaboration & Production Coordination

- Work collaboratively with sound, production, and visual teams to produce seamless worship experiences
- Communicate service plans and worship elements clearly with volunteers and staff
- Participate in planning conversations for major services and events

Reporting Structure

This role reports directly to the Associate Pastor & provides direct leadership to the worship team volunteers, including weekly worship leaders, vocalists, & musicians.

Cultural Expectations

- Deeply rooted relationship with Jesus
- Spirit-led and emotionally healthy
- Relational and team-oriented
- Organized and dependable
- Humble, teachable, and collaborative
- Passionate about helping others engage in worship
- Able to think ahead and prepare proactively
- Openness to being mentored & attending conferences to grow in your own development

Qualifications

- Experience leading worship in a church setting
- Ability to lead vocally **and** instrumentally
- Strong relational and communication skills
- Ability to organize volunteers and plan ahead
- Alignment with the theology and mission of Crossbridge Community Church & the Christian & Missionary Alliance

Schedule & Employment Details

- Part-Time (15 hours/week with flexibility to shift hours week to week for a total of 60 hours/month depending on extra scheduled events)
- Sunday morning responsibilities required
- Evening rehearsals and worship events required
- Flexible schedule coordinated with the Associate Pastor and worship calendar

To apply, please complete this [GoogleForm](#). Compensation to be discussed at the interview stage.

Compensation: The successful candidate will receive either:

- **Hourly compensation of \$16–\$18**, depending on experience
- **Housing compensation**, consisting of a small two-bedroom church apartment provided **in place of hourly wages**

If link does not work, here is the form address: <https://forms.gle/dXuJoR2ra5HH1QPF8>