

**CANADIAN BAPTISTS OF ATLANTIC CANADA**  
**Ministry Opening**

**CHURCH**

**Sunny Brae Baptist Church**

85 Elmwood Drive, Moncton, New Brunswick

<https://www.sunnybraebaptist.com/>

**MINISTRY POSITION**

Coordinator of Worship and Music

**AVG SUNDAY ATTENDANCE**

100-149

**FULL TIME / PART TIME**

Part Time

**POSITION DESCRIPTION**

To purpose of this role is to provide leadership in the overall congregational worship experience at Sunny Brae Baptist Church.

**POSITION CLOSING:**

Flexible: open for applications until the position is filled

**SEND RESUME / CV TO:**

[sunnyb@rogers.com](mailto:sunnyb@rogers.com)



CANADIAN BAPTISTS  
OF ATLANTIC CANADA



## **Ministry Profile**

### ***Coordinator of Worship and Music Ministries***

#### **Sunny Brae Baptist Church**

#### **Description:**

The purpose of this role is to provide leadership in the overall congregational worship experience at Sunny Brae Baptist Church.

#### **Objectives:**

1. To plan, develop and implement inspiring worship services, with the Lead Pastor.
2. Seek to increase participation in the music ministries of the Church.

#### **Responsibilities:**

- The Lead Pastor sets the theme and overall direction while the Coordinator of Worship and Music Ministries will oversee and coordinate all the details that a service encompasses.
  - To assist in the music selections, based on preaching schedule and arrange for ministry of music opportunities, as necessary.
  - Communicating (orders of service, etc) and working with the Worship and Service Committee for weekly worship and special services, with the ultimate responsibility falling to the Coordinator of Worship and Music Ministries.
- Organize and hold practices based on upcoming singing schedule.
  - Selecting, organizing and tracking music.
  - Building musical strengths.
  - Developing unity within the worship team.
  - Weekly worship team practice.
- Seek out musical talent in the Church and encourage, equip and mobilize for participation in the music ministry of the Church. Specifically, worship team and special music participants.
- Administer the business affairs of the music and worship ministry including, but not limited to:
  - Plan and administer the music budget in consultation with the Worship and Service Committee.
  - Ensure completion of all CCLI requirements (copying activity reports, etc).
  - To arrange for the maintenance of musical instruments, in conjunction with the Audio/Visual Committee, as needed.



- Responsible for finding replacements for services, when unable to be there, for vacation, training or other personal reasons, in communication with the Worship and Service Committee.
- Responsible to the Lead Pastor.
- Responsible for worship team, accompanists, audio/visual techs, special music participants and choir director.
- Works with the Church staff, guest speakers and Worship and Service Committee.

### **Qualifications:**

- A growing personal relationship with Christ
- A passion to see a healthy, growing Church.
- Ability to work in a team setting.
- Musical understanding and abilities.
- Ability to lead.
- Able to play an instrument.

### **Spiritual Gifts:**

- Music, Leadership, Administration, Encouragement, Wisdom, Etc.

### **Training:**

- The Coordinator of Worship and Music Ministries is expected to attend one training event per year, in the area of worship leading and/or planning. The Church is to cover expenses, as per current budget.

### **Hours/Vacation:**

- This position is a permanent, part-time position, with an expectation of 12 hours/week.
- This position has two weeks of paid vacation. Vacation is to be approved by the Lead Pastor and the Worship and Service Committee Chair and must be submitted, at least, two months in advance.