

HERITAGE SERVICE COORDINATOR

Reports to: Ministry Staff Director

Department: Worship Arts

Supervises: Worship Volunteers & Choir

Status: Part-time, 15 hours a week

Role Summary:

Thanksgiving Church is looking for an innovative and dynamic disciple of Jesus who has an appreciation for Lutheran liturgical worship styles as our Heritage Coordinator. This person will enjoy developing others into teams who can lead at the highest levels. The Heritage Services Coordinator will also help develop overall vision with the senior leadership team and be responsible for executing the strategy for our Heritage worship services.

We are seeking someone who expresses their discipleship to Jesus with a confident humility through their musical talents. We desire someone that can bring creativity, a fun personality, and inspiration to our Heritage worship teams and who also has a hunger to grow in their maturity as a follower of Christ, their leadership, and their artistic talents. Creativity, strong organization skills, a sense of humor, and passion for Jesus will allow this person to thrive in their role at Thanksgiving.

Thanksgiving Worship Vision:

“Worship at Thanksgiving is a gathering where all are welcome and have the opportunity to be encountered by Jesus while joining together to offer praise to God.”



Role Responsibilities:

Service Planning and Coordination:

- Collaborate with volunteer teams including music, pastors, tech, and readers to plan and execute traditional worship services.
- Maintain clear communication with all team members throughout the week to ensure everyone is informed of any changes or updates.
- Manage Planning Center Online (PCO) to update hymns, scripture readings, and other relevant information for each service.
- Shepherd musicians in the journey as they develop skill-wise, spiritually, and in connection with other team members.
- Recruit, train, develop, mentor, and evaluate future musicians and worship leaders.

Music Selection and Coordination:

- Work closely with the music team, particularly the pianist and organist, to select hymns that align with the theme and message of each service.
- Coordinate special music performances, including choir and bell performances, ensuring smooth scheduling and execution.
- Provide support to the organist and pianist finding additional musicians or coordinating new participants for special music presentations.

Service Order and Timing Management:

- Oversee the structure and flow of the traditional worship service and make adjustments as needed to ensure a cohesive and engaging experience.
- Coordinate with pastors and worship leaders to incorporate elements from Luther's Small Catechism and additional hymns for special services (ex: Reformation Sunday).
- Maintain awareness of average timings for each segment of the service and ensure adherence to the schedule.

Preparation and Execution:

- Prepare the bulletin for each weekend service, including hymn selections, scripture readings, and any necessary changes or updates.
- Print and distribute bulletins to pastors, worship assistants, and tech team members prior to each service.
- Ensure all technical aspects, including soundchecks and ProPresenter presentations, are completed accurately and on time.

Choir Director:

- Direct the Heritage Choir.
- Select and plan choir music well in advance.
- Plan and conduct weekly choir rehearsals.
- Maintain music library (may delegate to a volunteer).
- Recruit and audition additional choir members.

Lenten Service Coordination:

- Assist in coordinating Lenten services, incorporating both traditional and contemporary elements to engage attendees.



Key Relationships:

- Collaborate with Pastoral Staff, Tech Director, Communications Director, Worship Team, and Heritage Team.
- Lead, equip, and invest in volunteer leaders and team members as needed.

Personal Responsibilities:

- Exhibit a growth mindset continuously seeking ways to lead people into a growing relationship with Jesus with our “Four Staff Cultures” to help others discover their God-given destiny. (Culture of Invitation, Culture of Equipping, Culture of Growth, Culture of Commitment)
- Live in such a way that your witness, and example, helps point others to Jesus. We see this through our Five Choices (serve, community, generosity, growth, ONE).

Key wins for this position:

- Create a band/vocal/production culture that serves Thanksgiving well, honors the values of our team, and is a place where you can “Belong before you Believe”. Remembering that **People > Ministry**.
- Establish new processes that may be needed weekly/monthly/quarterly to create new ideas, help onboard future worship team members, and bring more cohesiveness to all those who serve on the Heritage worship team.
- Establish a criteria/measurement of successes for all Weekend Experience areas and communicate them clearly to the team.

Competencies and Experience that would be Helpful fulfilling this role:

- A committed follower of Jesus with a passion for God’s Word and people.
- Degree in related field of ministry/music.
- Proficient and skilled in 1 or more instruments or a strong vocalist.
- An understanding of music, theory, and arranging.
- Strong interpersonal skills and ability to create/communicate vision.
- Teamwork with a servant’s mindset “First one in, last one out.”
- A shepherd at heart, loves to help people take steps into developing a lifestyle of worship.
- Coachable, willing to be led, and can hear the word “no” from time to time.
- Passion and appreciation of traditional Lutheran worship practices and hymnody.
- Proficiency in using Planning Center Online (PCO) or willingness to learn.
- Experience in music coordination or worship leadership is desirable.
- Ability to work effectively under pressure and adapt to changing circumstances.

Application Process:

To apply for the Heritage Service Coordinator position, please submit your resume and a cover letter outlining your relevant experience and qualifications for the role. Thank you for considering joining our team in leading our congregation in meaningful worship experiences through our Heritage service!



Feel free to reach out at thanksgiving.church/join-our-team to learn more or send a cover letter and resume to jobs@thanksgiving.church