

Worship Coordinator – Ministry Position Description

Reports to: Director of Worship

Date created or revised: 07.20.26

Position Type: Full-Time

Classification: Exempt

Salem Lutheran Church, a dynamic 2400+ member Christian community, is seeking a high-capacity, enthusiastic leader who passionately follows Jesus Christ as our Worship Coordinator. As we seek to fulfill our mission, this person will serve the church in Salem's Worship Department with the purpose of caring for people by, keeping the staff and volunteers of the worship department informed, connected, and equipped. Evidence of good organizational skills and the ability to team effectively with other staff members is essential. Because of the nature of this ministry, flexibility in scheduling is required.

Worship Coordinator Essential Functions

- Serve as the Worship Team "Point Person" for all worship teams present for a rehearsal, worship service, or any other event produced by the worship department. (Worship services are not limited to Sunday mornings.)
- Provide highly organized event planning management and support.
- Manage departmental staff calendars.
- Identify, recruit, and equip volunteers to lead the ushers, worship attendants, online hosts, and worship support teams.
- Manage the processes involved in baptisms and funerals.
- Provide and develop teams to provide care, compassion, and hospitality to worship team members.
- Schedule and prepare agendas, materials, and hospitality for successful planning meetings.
- Distribute minutes, follow-up on action items, and calendar decisions with results from planning meetings.
- Work with Director of Worship to ensure all elements needed to conduct weekly worship are completed.
- Build and nurture relationships with Salem members, guests, worship volunteer teams, and staff.

Qualities we desire in an ideal candidate are:

- A demonstrated heart for ministry and people.
- Is an articulate communicator, team player, and carries professional behavior.
- High capacity in organizational and administrative skills.
- Agrees with the mission, strategy, values, and desired outcomes of the congregation (our vision frame).
- Has a passion for worship, and seeing it done well, with a high level of congregational engagement.
- A people person – in love with Jesus, the local Church, and optimistic in outlook!
- Fun to be around. We don't like to work with frowning people, and neither should you. We work like it depends on us, while we pray knowing it all depends on Him.

In many ways this position is a unique opportunity to join a sizeable, highly creative worship team – as we're eagerly anticipating a \$28m renovation of our campus, including the upcoming re-work and update of our Worship Center!

Salem enjoys a 175-year history of impactful ministry in what is now the fastest growing quadrant of the Houston, Texas metropolitan area. By God's grace we are blessed with ample resources and beautiful facilities. Our unified ministry includes Salem Church, Salem Lutheran School (K-8) and Salem Preschool. Our combined staff consists of over 100 Jesus-followers.

This is a full-time position – sometimes more and seldom less. Salary is commensurate with education, experience and accomplishments, and includes full benefits for employee. Salem provides for the professional development and continuing education of our staff as noted in the HR Guidelines. This position is under the leadership of Jordan Miller, DPM, Director of Worship. Expressions of interest may be directed to our Executive Pastor, Rev. Vince Parks, vparks@salem4u.com or Salem Lutheran Church, 22601 Lutheran Church Road, Tomball, TX 77377, 281.351.8223.