

Part-Time Worship Coordinator (20 hours/week)

First Reformed Church – Holland, Michigan

Reports to: Lead Pastor

Position Overview

First Reformed Church of Holland seeks a **Part-Time Worship Coordinator** to help plan and support the congregation's weekly worship life. Rooted in the traditions of the Reformed Church in America, our worship reflects a thoughtful balance of historic liturgy, strong congregational singing, organ and choral leadership, and a willingness to explore additional musical expressions that enrich congregational participation.

Working closely with the Lead Pastor, musicians, directors, and church staff, the Worship Coordinator will assist in planning services, preparing liturgy, organizing volunteers, and ensuring the smooth operation of worship technology. The role is both creative and organizational, supporting worship that is reverent, well-prepared, and theologically grounded.

Primary Responsibilities

Worship Planning and Liturgy

- Collaborate with the Lead Pastor in planning weekly worship services and seasonal liturgical rhythms (Advent, Christmas, Lent, Holy Week, Easter, and Pentecost).
- Assist in writing and preparing liturgical elements such as calls to worship, prayers, confessions, and other service components consistent with the Reformed tradition.
- Prepare and organize worship materials for bulletins, projection, and other service needs.
- Lead and advise the volunteer Worship Ministry Team as they work to enhance our Sunday services with new ideas and opportunities.

Music Coordination

- Coordinate with the choir director and musicians (both internal and external) to align musical selections with the themes of each service.
- Support the congregation's strong tradition of organ-led worship and choral music while encouraging appropriate opportunities for other musical participation or guest leadership.
- Ability to play an instrument such as piano or organ is a plus but not required. Knowledge of music and the needs of musicians and the congregation is most important.

Audio/Visual and Livestream Coordination

- Assist with the use of sound, projection, and video equipment for worship services.
- Recruit, schedule, and support volunteers who operate audio/visual and livestream technology.
- Help ensure equipment is functioning properly and communicate maintenance needs.

Volunteer Organization

- Recruit and schedule volunteers for worship roles such as scripture readers and A/V operators.
- Imagine and implement strategies to help musicians inside and outside the congregation find places of expression and worship at First.
- Provide clear communication and preparation materials to all worship participants.

Coordination and Communication

- Work closely with the Lead Pastor, church staff, and musicians to ensure worship services are well coordinated.
- Maintain a planning calendar (Planning Center Online) and assist the church office in preparing weekly worship materials.

Qualifications

- Interest in and appreciation for Reformed worship and theology.
- Experience with church worship planning, liturgy, music ministry, or congregational leadership preferred.
- Strong organizational and communication skills.
- Ability to work collaboratively with staff, musicians, and volunteers.
- Familiarity with or willingness to learn basic audio/visual and livestream technology.
- Knowledge of or willingness to learn Planning Center Online
- Ability to play an instrument a plus.

Compensation

This is a **part-time position (approximately 20 hours per week)**. Compensation will be commensurate with experience.

To Apply

Please submit a resume and brief cover letter describing your interest in worship leadership and coordination.