



**SKYLINE**  
C H U R C H

Helping people find and follow  
Jesus seven days a week.

**Position:** Worship Arts Coordinator

**Location:** La Mesa, CA

**Attendance:** 4,000

## THE ROLE

The function of the Worship Arts Coordinator is to aid the Worship Arts Pastors and Directors in scheduling administrative duties, coordinating and facilitating all worship services and special events, and assisting the team in all the day-to-day functions of the WA Department and its volunteers.

## RESPONSIBLE FOR:

### 1. Modeling Biblical Priorities

The Worship Arts Coordinator is responsible for upholding Biblical priorities and core values of Skyline Church. They should represent a growing personal relationship with Christ. The Worship Arts Coordinator models a strong relationship with his or her spouse (if married) and children (if applicable). The Worship Arts Coordinator strives to fulfill his or her purpose while demonstrating integrity in words, relationships, and actions. These objectives are accomplished by:

- Committing to a daily quiet time with God.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities with your Oikos outside the church.
- Supporting the ministries of Skyline Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of Skyline Church employees, as defined by the Staff Handbook and Core Identity Book.
- Lead with a servant's heart, demonstrate genuine care and concern while acting with humility and integrity when encouraging the efforts of all team members (1 Peter 5:1-4).

### 2. Job Responsibilities and Duties

- Assist Worship Arts Leadership with organizing and maintaining Worship Arts Team Dynamics:
  - Manage calendar and scheduling for WA Staff: meetings, recordings, and special projects, among others.
  - Manage and follow up meeting agendas, meeting recaps, and task delegation.
  - Meeting agendas, meeting recaps, task delegation (To-Dos).
- Coordinate Planning Center Online and details such as, but not limited to, services, workflows, and calendars.
- Effective communication and interaction within Worship Arts and other Departments:
  - Aid WA Leadership with special event planning and execution.
  - Effective communication within events and Production Manager regarding inside and outside events Tech needs.



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- Helping by overseeing Worship Arts Department orders and budget:
  - Manage WA PO's approvals and Finances Reconciliation.
  - Coordinating honorariums, purchase orders, and invoices.
- Oversee the Volunteers' rhythms and systems:
  - Volunteer Rehearsals and Sunday Morning Appreciation.
  - Special events and hospitality.
  - Keep an updated database of volunteers and applicants within the ministry.
- Bring awareness to the Worship Arts Team regarding changes, future adjustments that require adjustments, or changes from the department rhythms.

#### **PRIMARY STRENGTHS & DESIRED SKILLSETS:**

- Organization to manage and keep rhythms in place.
- Ability to multitask and prioritize projects while meeting deadlines and working in a fast-paced environment.
- Proactivity: Once you learn the rhythms of the position, the expectation is to take ownership of the role, initiate progress, and communicate with ministry leads.
- Self-Management: Once you learn the Worship Arts rhythms and roles as a department and the vision from leadership, the Worship Arts Coordinator must be confident in making decisions that help the team to accomplish their roles and expectations.
- Ability to communicate clearly and effectively: orally and written.
- Proficient with all systems, including but not limited to Basecamp and Planning Center Online, or willing to learn.
- Teamwork and ability to lead and motivate the team to plan according to expectations and provide assistance with resources needed.
- Must be attending or willing to attend Skyline Church.

#### **EDUCATION & EXPERIENCE:**

- BA degree preferred (in Leadership, Coordination, or Administration).
- 2+ years of experience in a coordinator role.
- Possess an understanding of effective communication and management techniques.

## **TO APPLY**

Please submit resumes to Serge Moskalets via email: [smoskalets@skylinechurch.org](mailto:smoskalets@skylinechurch.org)

11330 Campo Rd. La Mesa, CA 91941 | 619.660.5000 [SkylineChurch.org](http://SkylineChurch.org)



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