



## 5pm SERVICE WORSHIP COORDINATOR POSITION DESCRIPTION

### INTRODUCTION

New Peninsula Baptist Church (NPBC) is a church located on the Mornington Peninsula with a campus in both Mt Martha and Rosebud. We are an inclusive church which draws from the evangelical, congregational, and Pentecostal traditions. People from all groups and ages call our church home. We have an incorporated community caring arm that supports those in need. We aim to partner with Jesus every day and everywhere to make disciples who make disciples. NPBC is committed to the safety and wellbeing of all children and young people. This is the primary focus of our care and decision-making. Leaders, staff, volunteers, and contractors at NPBC are required to abide by the NPBC Safe Church Policy.

### APPOINTMENT

The appointment is made by the Youth and Young Adults Pastor, in conjunction with the Senior Pastor.

### ACCOUNTABILITY

The 5pm Service Worship Coordinator is responsible to the Youth and Young Adults Pastor.

### VISION

The 5pm Service Worship Coordinator provides leadership and coordination for all aspects of the Sunday 5pm service—cultivating a vibrant worship environment, developing volunteer teams, and ensuring each service runs smoothly and meaningfully. This role helps people encounter God, build community, and grow in discipleship through worship and service.

Our vision is to see:

- **Healthy Teams:** Build and sustain growing volunteer, worship, and tech teams.
- **Empowered Leaders:** Develop and equip volunteers in both character and competency.
- **Excellent Services:** Deliver well-planned, Spirit-led services that foster community and worship.
- **Pastoral Support:** Ensure all team members are spiritually cared for and encouraged

## SCOPE OF ROLE

### 1. VOLUNTEER TEAM OVERSIGHT

Develop, resource, and roster volunteers for key service teams:

- Welcome Team
- Lock Up Team
- Communion Helpers (monthly)
- Set-Up & Environments Team

### 2. SERVICE AND CREATIVE PLANNING:

- Work with the Youth and Young Adults Pastor to plan and deliver engaging 5pm services.
- Oversee and communicate with MCs to ensure clear leadership and flow of service elements.
- Coordinate announcements, communion, and other creative elements to the service.
- Collaborate with the Youth and Young Adults Pastor on song selection and worship direction for the PM congregation.

### 3. WORSHIP TEAM LEADERSHIP

- Serve as the main point of contact for the 5pm worship and tech teams.
- Support, resource, and communicate with worship leaders and musicians.
- Manage rosters, setlists, and rehearsal materials (including Planning Center Online, ProPresenter, and multitrack arrangements).
- Oversee song selection, introduction of new songs, and stage preparation.
- Provide pastoral care and leadership development for worship and tech team members.

## GIFTS REQUIRED

Leadership, training, pastoral care and team building.

## DESIRED COMPETENCIES

- Experienced team builder/mobiliser
- Love of people; relational
- Organisational and administrative skills
- Event management
- Stable work history containing experience in similar ministry leadership
- Competent in Microsoft Office
- Ability to use the church database (training provided)

## COMPLIANCE

- Ensure compliance with all legal and church requirements.
- A current Working with Children check.
- A Police Check on commencement of role and/or as requested.
- Completion of a Safe Ministry Check prior to commencement of role.

## TERMS OF APPOINTMENT

1 day per week (7.6 hrs.), including 3 hrs. on Sunday evenings. Twelve-month contract following the satisfactory completion of the 3-month probation period.