



## Job Description

<b>Job title</b>	<i>Cantonese Worship Co-Ordinator (Part-time)</i>
<b>Dept</b>	<i>Cantonese People Group</i>
<b>Reports to</b>	<i>Cantonese Worship Pastor</i>
<b>Date</b>	<i>Feb 7, 2024</i>

### Church Background

RHCCC is a Purpose-Driven church to carry out the five purposes of the New Testament Church: Worship, Fellowship, Discipleship, Ministry, and Mission. We are a multi-cultural, multi-generational, and multi-lingual (3M) evangelical church which ministers in English, Cantonese, and Mandarin. To learn more about RHCCC, visit <https://rhccc.ca/rhccc/e/>

### Purpose of the Position

Assist Cantonese Worship Pastor and PIC to ensure smooth running of weekly/events in Cantonese Worship Services at RHCCC

### Reporting Structure

This position reports to Cantonese Worship Pastor.

### Duties and Responsibilities

- 1) Assist weekly Cantonese worship services with Cantonese Worship Pastor and PIC
- 2) Assist Worship Pastor and PIC in planning for annual worship events (Easter & Christmas)
- 3) Interview, train and recruit members to serve in the Worship ministry (initial focus on Worship Teams)
- 4) Provide guidance and support for each worship team in rehearsal sessions, coach worship team rehearsal and Sunday duties.
- 5) Maintain instruments and tech equipment used by worship band
- 6) Work closely with the AV department to coordinate various creative elements in the worship services (video, lighting, etc), ensuring these elements will present well in worship services.
- 7) Make recommendations to weekly worship program/team for quality control in spiritual and technical aspects.

- 8) Update and manage Planning Center information (online tools for coordinating worship services)
- 9) Arrange and make bookings for Worship Team, Choir, Usher, Holy Communion helpers and Sunday volunteer groups.
- 10) Attend Cantonese Ministry Committee (CMC) monthly.

**Qualifications**

- 1) College/University Graduate
- 2) Music Institute of Music degree/Diploma/Certificate
- 3) Multi-tasking
- 4) Knowledge of singing or playing at least one instrument,
- 5) Able to read and write music and chord charts
- 6) Able to make various arrangements for different musical instruments and percussions in different worship songs of various genre and style
- 7) Able to write musical scores and harmonization of different worship songs
- 8) Able to re-play and re-write music and songs just by hearing
- 9) Able to distinguish various levels of musical aptitude of current or potential musicians
- 10) Able to discern biblical truth concerning various Christian songs and program design
- 11) Adequate knowledge of Classical Hymns and Contemporary songs
- 12) Worship team supervision experience in blended worship style
- 13) Passionate follower of Jesus Christ, fervent in God’s word, joining fellowship/cell group
- 14) Clear communicator, able to make decision with experience and confident align with Worship Pastor guidance

**Working Conditions**

Regular part-time 24 hrs./week including weekends, with flexibility to work evenings when required. RHCCC provides suitable working conditions to perform the above identified duties.

**Physical Requirements**

NIL

**Direct reports to this position**

NIL