



JOB DESCRIPTION

EASTSIDE CHRISTIAN CHURCH

POSITION TITLE: Campus Worship Leader and Care Coordinator

EFFECTIVE/REVISED: May 2023

SUPERVISOR'S TITLE: Campus Pastor

DEPARTMENT: Weekend Experience

CAMPUS: Campus: Irvine

Central

LEADERSHIP LEVEL:

- EXECUTIVE
- DEPARTMENT HEAD
- DIRECTOR
- COACH
- LEADER
- STAFF

EXEMPT CLASSIFICATION:

- PASTOR
- MINISTER EXEMPT
- EXEMPT
- NON-EXEMPT

PAYROLL STATUS:

<input checked="" type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME	WEEKLY HOURS: 40
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01. Summary of Position:

The Irvine Campus Worship Leader and Pastoral Care Coordinator will be responsible for serving as the primary worship leader for the worship experiences, building and leading campus band, vocal, and production teams, as well as coordinating the Pastoral Care needs on the Irvine campus.

02. Ministerial Functions:

- Provide leadership of ministry through overseeing and maintaining the ministry objectives of the Weekend Experience and Build Community Departments of the church.
- Connect with volunteers for relationship building, vision casting, and skill development as well as care for them spiritually
- Authorized to administer communion, baptize, officiate weddings and funerals, and lead worship and Bible studies in various settings.

03. Supervisory Responsibilities:

- Supervises volunteers within the Weekend Experience (band and production), and Pastoral Care Teams
- Carries out supervisory responsibilities in accordance with Eastside's policies and applicable laws.

04. Duties and Responsibilities:

- **CAMPUS WORSHIP LEADER**
 - Serve as the primary worship leader on campus for the Eastside Irvine weekend experience
 - Regularly connect with volunteers for relationship building and skill development
 - Schedule band, vocal and production teams to align with guidelines provided by the Central Services team
 - Adjust and prepare Ableton set list to match proper song keys. Master file provided by Central Services team
 - Regularly engage in feedback conversations with campus pastor and central worship pastor
 - Consistently watch Saturday night Eastside online broadcast to learn and understand the flow of the service
 - Participate in weekly meetings with key leaders of the Central Services Team(s)
 - Apply adjustments and complete campus specific planning center flow. Communicate changes to appropriate leaders and teams
 - Manage the care of musical and technical equipment. Properly log and communicate any repairs and upkeep needed to the best of knowledge to the central services team
 - Check in with Kidside to confirm they are operational in all technical areas

- **PASTORAL CARE COORDINATION**
 - Serve as primary pastor-on-call for Irvine walk-in and call-in pastoral needs during office hours
 - Schedule additional staff pastors for support as needed
 - Lead team of lay pastors-on-call who serve as a first point of contact to Eastsiders with pastoral needs during weekend services in Irvine, including recruiting, training, scheduling, and caring for volunteers
 - Coordinate baptisms on campus, assist the Irvine Campus Pastor in officiating baptisms, and leading the Irvine baptism team, including recruiting, training, scheduling, and caring for volunteers
 - Oversee the Pre-Marriage Course & Alpha Course at the Irvine Campus if and when it is added
 - Oversee aspects of Care + Recovery ministry if and when they are added
 - Communicate with Campus Pastor and Director of Pastoral Care
 - Assist Irvine Ministry Team Leads with difficult ministry situations
 - Serve as an officiant for weddings and funerals for Eastsiders at the Irvine Campus if not already connected to another pastor.

- Perform other responsibilities as assigned by supervisor

Eastside reserves the right to change job duties at any time. This job description is not designed to cover every job requirement.

05. Qualifications:

- Must have a strong personal faith in Jesus as Savior and Lord, and a heart for serving God and others
- Must be an engaged member of Eastside Christian Church
- Must be or become baptized by immersion
- Must have a college degree or comparable experience

- Ability to lead from an instrument (guitar or piano) is highly preferred
- Be a team player
- Two or more years of related experience in an average church size of 500 is preferred
- Understands a matrix staff structure and in this case, reports directly to the Campus Pastor while having dotted lines to the Central Worship Pastor and Build Community Pastor / Director. Willing and able to serve in additional areas as the campus attendance and staff expand

06. Employment Understanding:

- Agreement to abide by Eastside Christian Church Personnel Manual and Policies, Vision and Beliefs Statement, and attend Next Steps at earliest opportunity
- Agreement to conduct themselves on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership, supporting the Code of Conduct policy, and being a positive representative of Eastside Christian Church
- Participation at Ministry Team meetings and department meetings is required
- This Job Description should be reviewed at least annually with the position's supervisor. This person will also write semi-annual 6x6 goals, obtaining supervisor approval
- Job performance should be reviewed at least annually with the position's supervisor
- Remuneration including wages and benefits, will be set, reviewed, and modified by the Senior Pastor and Leadership Team

07. Physical Demands & Work Environment:

- Must be able to lift and / or move up to or more than 20 pounds
- Must be able to stand for extended periods of time

We concur with this Job Description.

Staff Member

Supervisor

Date