

OPPORTUNITY PROFILE

Worship & Production Project
Coordinator

HISTORY

In 1968 ten families took a leap of faith and began praying over their shared dream of establishing a church in the northeast suburbs. They began meeting for worship at an elementary school in 1969. Lakewood Evangelical Free Church was officially chartered by the State of Minnesota and formally recognized as part of the Evangelical Free Church of America in 1972. A search for a permanent home resulted in the construction of a portion of our former facility, which was completed in the spring of 1973.

As Lakewood's people lived out their commitment to minister to the surrounding community, the congregation experienced significant growth during the 1980's. Space was proving to be inadequate for the quality ministries the church sought to provide. The decision was made to expand the facility to accommodate the additional growth that was anticipated. Phase I of a new addition was completed in 1986. When it came time to consider the second phase, it became apparent that the current site was too small.

If Lakewood was to continue to expand its ministry and enlarge its impact on the surrounding community, a new location was needed. Recognizing the future need, the faithful people of Lakewood voted in 1996 to purchase 108 acres of land and relocate to a larger property in Lake Elmo that offered nearly unlimited potential for future ministry. Through the prayers and sacrificial giving of the people of Lakewood, God miraculously provided the \$1 million needed to purchase the land. After many years of working with the city, our new facility was completed and our first Sunday was held in July of 2007. The church also changed our name from Lakewood Evangelical Free Church to Rockpoint Church prior to our move so that we would be ready to launch our ministry into a new region.

Countless prayers and sacrificial giving of time, talents and treasures has been a rich history of our church. Based on God's faithfulness in our past, our humble dependence on Him, our leadership has felt the prompting of the Holy Spirit to pursue a new work of God locally and globally. As we now embark on the future of Rockpoint with God's vision, we believe that God will do a new and fresh work in the lives of each person, our community, the Northeast Metro area of the Twin Cities, our nation and around the World.

We invite you to visit the church web site www.rockpoint.church where you will find more information about Rockpoint Church. Our Mission is to Multiple Disciples in a Healthy Church. Our Discipleship Model is to help people move from knowing Jesus, to grow in Him and help others do the same.

GOVERNANCE

Rockpoint Church is part of the Evangelical Free Church of America. We are congregationally led. What that means for us is that we bring before the church membership the following items for approval by majority: The annual budget, placement of Senior Pastor, Elders, Deacons and, according to our by-laws, the sale of properties. Our Elder Board are made up of men only. Both men and women serve on the Deacon Board.

The Senior Pastor is a voting member of the Elder Board and is accountable to the Elders of the Church. Based on our newly adopted governance, the Executive Pastor serves as a non-voting member of the Elder Board and oversees all of the staff. He directly reports to the Senior Pastor. Our Elder Board is responsible for the overall direction and spiritual life of the church however, once the vision and direction is established, Board allows the Pastoral staff, under the direction of the Senior and Executive Pastor to implement the vision.

THE POSITION

The Worship & Arts Project Coordinator knows what it takes to get things done. You have both the detailed-oriented and people skills to do it with care and effectiveness within a moving team environment. Your perspective is valued and expected as we work together to create moments where all people can engage with God and be moved to action.

THE DUTIES AND RESPONSIBILITIES OF THE WORSHIP & PRODUCTION PROJECT COORDINATOR INCLUDE, BUT ARE NOT NECESSARILY LIMITED TO:

TEAM PARTICIPATION

- Integral part of the Worship & Arts Leadership Team (Worship Pastor, Worship Planning Director, Tech Director, Associate Worship Director)
- Work with the Worship Planning Director to help communicate and focus planning objectives to better prepare the planning team for brainstorming and planning
- Administrative arm of the Sunday Planning Team process

CREATIVE COLLABORATION

- Participate in creative meetings to contribute ideas, feedback and keep projects documented.
- Track all current projects in creative meetings to ensure projects are delegated, completed on time and within budget.
- Create follow-up next steps and accountability towards those steps
- Identify and execute on manageable gaps

ANNUAL PLANNING

- In partnership with the Worship Planning Director and Worship Pastor, mentor and develop the team through a consistent and intentional process of annual planning that is meaningful and workable
- Management and communication of our ongoing agenda of upcoming dates and the elements that need to be researched and prepared for upcoming Planning Team meetings.

PERSONNEL and SCHEDULING

- Partner with the Worship Planning Director to develop and manage Service Directors and Venue Hosts in growing venues which includes some interaction with the Connections Director.
- Oversee Planning Center Online (service details, template management, check-in on personnel scheduling)
- Project coordination towards (as needed) online content building with the Leadership team.
- Work alongside the leadership team in management of Worship and Production Team details, projects and volunteer scheduling.
- Communication and direction to key players on the Planning Team and those involved in upcoming services
- Interaction with Pastoral and Support Staff in day to day ministry related projects and details

QUALIFICATIONS

- A heart for the local church and a growing relationship with Jesus Christ.
- Ability to produce great work results through relentless organization, uncompromising integrity, effective communication and proactive problem-solving.
- Experience in working in a creative environment or background in areas like worship, production, media or communications.
- Highly responsive and organized with a strong attention to detail.
- Takes initiative on projects, sees gaps in processes and enjoys seeing a project through to the end.
- Experience working in a team-oriented, fast-moving, collaborative environment.
- Desire to provide an exceptional experience with ministry leaders and volunteers.
- Ability to conform to shifting priorities, demands, and timelines in a high-pressure environment.
- Has a knack for clear, concise, creative communication.

REPORTS TO:

- Worship Pastor

(In partnership with Worship Planning Director, Associate Worship Director, and Tech Director)

HOURS & COMPENSATION

- 15-20 hours
- Salary commensurate with experience based on fair market value of position

Meeting commitment:

- Monday Production Meeting
- Tri-weekly/Monthly Monday night Planning meetings
- Bi-weekly Wednesday Planning meetings
- Tuesday Staff Meetings

APPLICATION PROCESS

In order to get to know you better, please provide a resume/cover letter with enough information so that the breadth of your experience is understood. When describing your work as a church staff member (if applicable) it would be helpful to know the total membership of the church, the worship style of the church, the size of the staff, where you were on the organization chart, your direct reports, etc.

If you are in a para-church organization or nonprofit, be very specific about your involvement and experience in a local church. While humility is appreciated, it is important for us to know the breadth and depth of your involvement and how God has used you in the life of the local church. Please include some information about your family and your love for and desire to serve the local church.

Submit these responses (in WORD or .doc format) along with your resume to: Doug Cormeny, Worship Pastor at dcormeny@rockpoint.church.



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