

PRODUCTION COORDINATOR & WORSHIP LEADER

Job Description

Primary Purpose

The Production Coordinator & Worship Leader serves in a dual leadership capacity. Production Coordinator supports and coordinates productions systems, assisting with live production, and managing ministry volunteers. Primary Worship Leader for The Porch young adult's ministry casting vision, leading worship, overseeing preparation and managing volunteers.

Position Requirements

- High School Diploma required.
- Minimum 2-5 years of relevant worship and/or production experience preferred.
- Tenured experience leading worship from an instrument.
- Experienced with modern worship instrumentation.
- Live production environment experience preferred.
- Proficiency in Pro Presenter, Planning Center, Multitrack, and familiar with Resi, Resolume, SketchUp and Protools. Basic understanding of digital sound consoles, lighting consoles, video systems, Clear.com, DMX, Dante and Madi.
- Excellent written and verbal communication skills.
- Working knowledge of Mac systems and MS office.
- Ability to be teachable, seek out coaching and learning for growth and development.
- Professional presence and relational intelligence.
- Strong desire and ability to love and lead volunteers.
- Ability to promote a positive attitude and working environment, with the desire to have fun, be positive and flexible.

Position Responsibilities

Worship Leader (15 hrs/wk approx.)

- Serve as primary worship leader for The Porch - Tuesday nights.
- Plan, prepare and lead worship experiences that engage and disciple young adults.



Ministry Department:
Worship & Production

Reports To:
Senior Worship Director &
Production Director

Status:
Full Time, Exempt
(includes Sundays)

Revised:
March 2026

Rockharbor Church exists to love and lead one another to be devoted followers of Jesus.

We encourage each member of our staff team to live this mission through their personal lives and in their work. We value striving for excellence and working together as a team. We believe God has gifted each individual with specific and unique gifts and talents, which He brings together to reach our community and world with the love and message of Jesus!

- Build and develop consistent worship team for The Porch.
- Recruit, train and disciple volunteers spiritually, musically, and relationally under the direction of the Worship Development Director.
- Partner with The Porch leadership in vision casting, creative planning, and ministry direction.
- Cultivate a worship culture that is led by the Holy Spirit, authentic, excellent, and deeply rooted in Christ.
- Oversee musical preparation, arrangements, and Planning Center workflows specific to The Porch.

Production Coordinator (25 hrs/wk approx.)

- Provide support and coordination for all production systems across the church, including audio, lighting, video and media.
- Assist with live production for services and live production systems in partnership with the production team.
- Help recruit, train, schedule, and develop production volunteers for sound, lighting and media positions.
- Cultivate a culture of excellence, teamwork, spiritual growth within the production ministry.
- Serve as a key point of coordination between ministries for live service events.
- Work closely with ministry teams to align technical execution with creative vision.
- Contribute to creative brainstorming and planning sessions, bringing technical insight and innovation.

Personal and Spiritual Requirements

Has a growing relationship with Jesus, and a commitment to spending daily time with Him.

Models a strong relationship with his or her spouse (if married) and children (if applicable).

Strives to fulfill his or her purpose in life and ministry, while demonstrating integrity in words, relationships and actions.

Models standards and expectations of Rockharbor Church leadership, including, but not limited to:

- Upholding Rockharbor's Core Values and mission
- Regular attendance at Rockharbor Church services
- Regular participation in a Community Group
- Partnership through tithing and serving
- Abstaining from smoking, vaping and illegal substances
- Models discretion and positivity in use of Social Media
- Setting of appropriate boundaries to protect character and integrity