

Worship and Production Coordinator



DATE: June 15, 2026
LOCATION: Grinnell, IA
REPORTS TO: Campus Pastor
FLSA STATUS: Full-time, Exempt
WEEKENDS: Yes

Summary

The Worship and Production Coordinator is responsible for managing and executing all the technical and artistic elements for the weekend services and special events at the Grinnell Campus and will lead and implement technical elements to ensure and promote the excellence of the musical elements of the services. The Worship and Production Coordinator will be committed to and support the philosophy and mission of Prairie Lakes Church and its leadership team. Role has the potential to include a pastor title if candidate meets qualifications.

Essential Duties & Responsibilities

- Recruit, train and develop worship volunteers to help create a worship experience in Sunday morning services including vocalists and instrumentalists.
- Recruit, train and develop production volunteers to help with all areas of technical arts including sound, video, lighting, stage management, and set-up/tear-down.
- Plan and oversee the artistic elements of weekend services including the administration and troubleshooting of the technical aspects of worship services, events, and equipment.
- Work closely with Central Services Worship and Production staff to plan and execute weekend services ensuring the look and feel of weekend services are aligned with the original vision of the message.
- Lead, schedule, and coordinate worship rehearsals.
- Leverage software like Planning Center Online, ProPresenter, Abelton, and MainStage.

Supervisory Responsibilities

- Supervise volunteers and leaders involved in the Worship and Production ministry at the Grinnell Campus.
- Supervise Worship and Production interns as applicable

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Successful candidate must be a Christian and fully support the philosophy of Prairie Lakes Church and its leadership team. The individual's commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. The candidate's daily walk with God will be an example to all. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience

- Bachelor's degree with a technical or arts focus from a four-year university preferred.
- Familiarity with musical concepts like instrumentation, vocal performance, and arranging.
- Experience with developing leaders in ministry environment preferred.

Other Skills & Abilities

- Possess strong relational skills.
- Effective at shepherding and team building, with the ability to lead with a spirit of discernment.
- Possess strong organizational and project management skills.
- Creative, detail oriented, flexible, and decisive with the ability to organize and coordinate tasks and people, set priorities, and motivate others.

Language Skills

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write routine reports and correspondence. Ability to speak effectively before groups. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, climb ladders, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work assignments will include attendance at meetings and events in the church building. It is a nonsmoking environment.

Comments

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee _____

Date _____

Approved by Supervisor _____

Date _____