**OYA Worship & Dream Team Coordinator MA** | Worship

*Part-Time – Oaks College Scholarship*

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**Job Overview**

The OYA Worship & Dream Team Coordinator MA will report to the Next Gen Worship Coordinator & Worship & Production Pastor, overseeing the planning and execution of OYA services and onboarding new dream team members to the Worship team. This position will help lead and develop worship leaders in young adult services and will run dream team evaluations and orientation and maintain data integrity for the dream team. This is a part-time scholarship position in partnership with Oaks College scheduled for 20 hours a week Sunday, Tuesday, Wednesday, and Thursday. (Optional Staff Meeting on Monday morning)

**Responsibilities & Duties:**

**OYA**

* Always be innovative and self-starting, and value team-based ministry. Bringing a positive, upbeat spirit to the team.
* Work in concert with the OYA Pastor and staff to support the vision and direction of their ministry.
* Oversee set up and shut down of every OYA Service
* Plan and execute worship services for OYA.
* Recruiting, onboarding, and developing of the OYA team.
* Work with Next Gen Worship Coordinator to train worship leaders and move people to/through the pipeline that are applicable to OYA services.
* Ableton session building for OYA services.
* Oversee worship interns assigned to your area.

**Dream Team Coordination**

* Receive new dream team from growth track and connect them to our evaluation process
* Coordinate worship evaluations
* Coordinate Dream Team Orientation
* Send monthly block out email to the team
* Keep planning center and Fellowship One roster lists clean
* Add new assignments to new Dream Team as they join the team
* Keep a birthday list for Dream Team and notify staff for team member’s birthdays

**Additional Responsibilities:**

* Worship leading and music directing in Wednesday Prayer, Youth, and Sunday services as needed.
* Setup/Tear Down of Oaks College Chapel services

**Qualifications and General Expectations**

* At least one year of experience
* Actively disciple’s others & and is passionate about walking with & and leading others to do the same
* Excellent People Skills | relational, pastoral, intentional, influential, strong leadership skills, and works well in multi-generational Adult Ministry
* Well-versed in verbal and written communication skills
* Comprehensive organizational skills and attention to detail
* Strong analytical and problem-solving skills
* Reliable in prioritizing tasks and time manages well | delegates tasks and responsibilities
* Ability to function well in a high-paced and, at times, stressful environment.

**General Expectations**

* Support and live out the vision, core values, and mission of Oaks Church
* Embodying Staff Values
* Commitment to continual growth in personal spiritual life and relationship with Christ
* Attend Oaks College-required gatherings, tier-specific events, and worship meetings.
* Be a leader worth following | Model an authentic, holy life for Dream Team
* Seek to establish genuine and caring relationships with people on the Dream Team
* Striving for strong team chemistry
* Be teachable with a humble and submissive attitude.
* Maintain all information confidential (about staff, projects, property, members, etc.)

By signing below, I confirm that I understand the above job description and that I may be asked to perform tasks that are not specifically listed above. I also confirm that I have received a copy of my job description and had the opportunity to ask questions about my job description. I further confirm that I am able to perform all the duties in my job description and understand that I will be held accountable for these tasks during the review/evaluation process.

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Employee Signature Date