

# **General Bible Quiz**

## **Ministry/Worship Coordinator**

### **Job Description**

**Job Title:** Ministry/Worship Coordinator  
**Reports To:** QAC Executive Committee  
**Prepared By:** Bill Horning  
**Prepared Date:** 07/02/07

**SUMMARY**            Coordinate the Worship times for the participants.

**SUGGESTIONS**    The main concern for the worship time is the speaker. The search should start at least 18 months in advance and must include the QAC executive committee and the USA/Canada NYI Coordinator. Most of the universities will offer one of their worship teams. Insure that the awards ceremony is smooth, has multiple awards being presented at one time and last less than 1 hour. The worship team can begin the ceremony but must be limited. Perhaps before the ceremony actually starts and after it concludes.

#### **TIME COMMITMENT**

Pre-Event	20-40 hours
Event	30 hours
Post Event	5 hours

Total commitment: Approximately 55-75 hours depending on the difficulty of finding a speaker.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

#### **Pre-Tournament Duties**

1. Conference call with the USA/Canada NYI Coordinator and the QAC executive committee to discuss the theme for the event and obtain suggestions from the group.
2. Contact potential speakers asking specific questions about their experience, availability and expected compensation.
3. After initial list is finalized, prepare a recommendation document for the QAC executive committee.
4. Review list with QAC executive committee and have a second interview with potential speakers narrowing down the list to two candidates.
5. Review final two potential speakers with QAC executive committee and USA/Canada NYI Coordinator.
6. Prepare worship schedule by day. This schedule must be at the minute level. Generally, there is 45 minutes each day; 5 minutes for opening (can include announcements, etc.) and prayer; 10-15 minutes for the worship team and 20-25 minutes for speaker and if time, 5 minutes for closing. Always plan on a little extra time just in case. The quiz schedule will include enough time for getting to the rooms. This must be coordinated with the tournament director.
7. Make contact with the worship team and give instructions on what music will be appropriate and how much time or how many songs they can perform by day.
8. Schedule a conference call with the speaker and the worship leader for worship intent coordination. They need to be on the same page. Ensure that the theme of the event prevails.
9. Work with the university conference and events coordinator regarding stage setup and audio technician requirements.
10. Communicate with the tournament director for details on the closing awards ceremony. The time needs to be less than 1 hour.
11. Determine who will be prayer leaders by day. It is good to have the QAC members lead in prayer.
12. Determine how many offerings will be taken and how each will be designated. This must be coordinated with the tournament director.
13. Arrange for ushers by day with offering buckets always available.
14. Work with the NYI finance person in counting and securing the offering.
15. Determine with the tournament director which, if any, videos will be shown and when.
16. Arranging for the highlight video to be shown during the awards ceremony.

17. Arranging for a welcome video from BFM and the NYI office.
18. Designate an MC for the worship and award ceremony times. This can be the Ministry and Worship Coordinator.
19. Determine any special speakers for offering or presentations such as BFM and the college representatives.
20. Work with the university to have someone open the event with a welcome.

### **Tournament Duties**

1. Prepare the auditorium for worship. This includes but is not limited to:
  - a. The offering and ushers
  - b. The musicians and worship leaders
  - c. Opening and closing prayer
  - d. Announcements
  - e. The speaker
  - f. Staying on time but being sensitive to the mood of the audience
  - g. The audio and video team, including microphone types, number and location
    - i. This should be done at least 1 hour prior to the start of each worship time
  - h. Preparing any videos or speaker visual presentations for the audio/video team
2. Ensure that each worship time and the award ceremony has a written document for the order of the service and that the tournament director, the MC, the audio/video team, the speaker and the worship team has a copy at least 3 hours before each service.
3. Begin each worship time as the MC or someone that has been designated before.
4. Recover all videos or other material after each service and return to the appropriate person.
5. Attend any Q staff meetings when appropriate.
6. Ensure that each participant in the worship time is available when needed: speaker, person leading in prayer, the MC, the worship team and anyone doing announcements, etc.
7. Try to stay on time for all items with the only exception being the speaker.
8. Pray each morning for that day's worship time.

### **Post-Tournament Duties**

- Evaluate all aspects of the worship times and awards ceremony and make recommendations for future changes and improvements.
- Give an evaluation of the worship team and speaker to the QAC executive committee.
- Reconcile all offerings with the NYI finance person.

## **QUALIFICATIONS**

- Must be able to work with others to effectively complete tasks assigned and be willing to accept responsibility given proper authority.
- Must be able to allocate time to work with the tournament director and executive committee prior to the event.
- Must have a great attitude and a can do philosophy.
- Must be willing to accept responsibility for independent work assignments that may include other members of the quiz staff, before, during and after the event.
- Must realize the importance of preparing and executing the worship times in a prayerful atmosphere and in a timely fashion.
- Must understand the need for staying on schedule and meeting milestones and deadlines.
- Should be able to recognize the strengths and weaknesses of others with whom they are working and use that knowledge to encourage and pray for those people.

## **LANGUAGE AND COMMUNICATION SKILLS**

- Ability to read, analyze, and interpret documents.
- Ability to effectively present information in written and oral form and respond to questions from NYI staff, tournament director, executive committee, QAC and event staff.
- Must be prepared to interact daily with campus facility staff and participants.

## **REASONING ABILITY**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to make quick adjustments to established schedules to solve unexpected problems.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.