

# WORSHIP PASTOR, EVENT & RENTAL COORDINATOR JOB POSTING

BRAMPTON - NEW LIFE COMMUNITY CHURCH (NLCC)

1-Year Contract Position (Maternity Leave Temporary Replacement)

**FULL TIME** - 40 Hours per week

**START DATE** - May 1, 2026 (approximate)

**NLCC'S MISSION:** We are followers of Christ, reaching all people and building community.

**REPORTS TO:** Lead Pastor

## **POSITION OVERVIEW:**

The Worship Pastor, Events and Rental Coordinator provides pastoral leadership for worship at New Life Community Church while overseeing church-wide events and facility rentals. This role combines spiritual leadership, volunteer development, and strong administrative oversight. The successful candidate will regularly lead worship, facilitate and maintain a volunteer worship team, and ensure excellence in planning, communication, and execution across worship services, events, and rentals.

## **PRIMARY RESPONSIBILITIES**

Worship Leadership and Pastoral Oversight

- Serve as a primary worship leader for Sunday services and special services
- Provide pastoral leadership and spiritual care for the worship team
- Lead and facilitate weekly worship rehearsals (Thursday evenings)
- Oversee song selection in alignment with sermon themes and church vision
- Recruit, audition, train, and develop volunteer worship team members
- Foster a healthy, spiritually grounded, and collaborative worship culture
- Provide leadership for seasonal and special services, including Christmas and Easter

## **WORSHIP MINISTRY COORDINATION AND A/V OVERSIGHT**

- Schedule worship teams and musicians
- Oversee audio, visual, and livestream needs in collaboration with volunteers
- Ensure smooth Sunday service execution and technical preparedness
- Work with volunteers to maintain consistency and excellence in worship presentation

## **CHURCH EVENT COORDINATION**

- Plan, coordinate, and oversee church-wide events including Newcomers Coffee and Connect, Mental Health Awareness initiatives, Mother's Day and Father's Day elements, Volunteer Appreciation, Community BBQ, Taste of the Nations, Small Business Sunday, and the Christmas Banquet
- Collaborate with staff and ministry leaders to execute events effectively
- Manage timelines, volunteers, logistics, and follow-up for each event

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## **FACILITY RENTALS COORDINATION**

- Respond promptly to rental inquiries and conduct intake meetings
- Schedule and conduct facility tours
- Prepare quotes and manage booking details
- Ensure all rental documentation is completed, submitted, and recorded
- Coordinate staffing for rentals, including custodial, café, technical, and support personnel
- Schedule rental details on the church calendar and coordinate space setup
- Maintain on-site presence during rentals as required (or other designated person)
- Coordinate cleaning and facility reset following rentals
- Submit payment requests and ensure staff compensation is processed accurately

## **QUALIFICATIONS AND EXPERIENCE**

- A growing and active Christian faith with a heart for worship and ministry
- Demonstrated ability to lead worship vocally and musically
- Experience leading and developing volunteer worship teams
- Strong organizational, administrative, and leadership skills
- Experience in event planning and coordination
- Familiarity with audio, visual, and livestream systems
- Excellent communication and interpersonal skills
- Ability to manage multiple priorities with grace and professionalism
- Previous church or ministry experience is strongly preferred
- Credentials with the Pentecostal Assemblies of Canada (PAOC), or a willingness and desire to pursue PAOC credentials is an asset

## **REPLY TO:**

Rev. Darryl Price, [search@newlifebrampton.ca](mailto:search@newlifebrampton.ca), with cover letter and resume.