



JOB TITLE: PT Coordinator for Sanctuary Services

MINISTRY AREA: Worship

REPORTS TO: Executive Director of Administration

Prepared By: Executive Director of Administration

PURPOSE OF THE JOB

Production

Coordinates and serves as support for all worship aspects, including technology and assisting musicians. Oversees Planning Center, scheduling, ProPresenter slides, and other needed media.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Develop and maintain relationships with church leaders and media representatives at all levels.
- Post worship services and sermons on websites, YouTube channel and podcasts.
- Work with Executive Director of Administration, Senior Pastor, Technical Director of Worship, and worship committee to develop and manage the annual worship budget.
- Manage livestreams and recording of worship services and post accordingly.
- Assist in weekly planning and coordination of services.
- Coordinate and supervise volunteers for the upstairs services.
- Manage and edit videos.
- Manage interns

KNOWLEDGE AND SKILLS

Required

- Holds the characteristics of a dedicated Christian, positive attitude, self-starter, assertive, and committed to excellence.
- Feels a calling to help fulfill the church's mission "To discover and live the way of Christ in the expansive grace of God."
- Degree in Worship Arts/Leadership, Music Technology/Audio Engineering, or Communication/Media Production or related field preferred.
- Be able to demonstrate strong managerial skills and excellent written/oral communication skills.
- Have strong computer skills with the ability to update website as needed.
- Have the ability to work with diverse personalities and interests.
- Be willing to work outside of normal business hours in relation to church events and meetings such as committee/team meetings.

- Possess the ability to handle stress, work independently and as a team member, and deal with people in a professional and Christian manner.
- Attend Tuesday worship planning meetings at 2 pm each week.

Preferred

- Experience in working in a church environment is preferred.

ADDITIONAL RESPONSIBILITIES

- Serves as a representative of the church, displaying courtesy, tact, consideration, and discretion in all interactions with members of the church and with the public.
- Other duties as assigned.

Committee Approved: _____ **Date:** _____ **Position Group:** _____

Part Time: 25-29 hours a week

Background Check Required

Grade _____ **Position Class** _____ **Exempt: Yes** **No** **Security Sensitive: Yes** **No**

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