

POSITION DESCRIPTION

JOB TITLE: Coordinator of Church Services

REPORTS TO: Director of Worship

Date: March 2021

JOB SUMMARY:

This position is primarily located at Risen Savior Lutheran Church (RSLC) in Broomfield, CO. Home office work is also used as determined appropriate.

This position serves the church by preparing and coordinating the elements of worship, thereby providing an uplifting worship experience for the congregation.

This position is one that reflects a “face of the church” to members and visitors alike.

MAJOR AREAS OF RESPONSIBILITY:

- Worship Planning
- Volunteer Coordination and Scheduling
- Purchasing Agent
- Office Duties and Office Presence

PRIMARY OBJECTIVE:

To serve the church by developing a well-rounded corporate worship experience to meet the broad needs of the congregation. In addition, this position engages members to serve and participate with the life of the church.

SPECIFIC RESPONSIBILITIES OF JOB:

Worship Planning

- Work closely with Pastor(s), worship ministry staff, and other worship volunteers in planning traditional and contemporary worship services. This may include but is not limited to choosing themes, coordinating music and scheduling of special services, and choosing hymns and liturgy for worship
- Create, prepare, and distribute necessary components needed for worship. This includes but is not limited to bulletins, online programs, notebooks for pastors, visual projection, readings for volunteers, and scheduling of organists.
- Maintain a historical file, electronic and/or hard copy, of worship services and resources. This may include but is not limited to bulletins, visual projection, templates, music lyrics, and backgrounds.
- Work closely with Pastor(s) and families in preparation of funeral or wedding services as needed and record Official Acts.
- Maintain record of attendance totals for all worship services and prepare analysis for church leadership review.
- Assist the lead projectionist in training new projection techs as needed.
- Works closely with Pastor(s) to coordinate baptisms.
- Create powerpoint ads for Sunday morning ProPresenter (hope to move to creating ads right in ProPresenter)
- Covid Contact Tracing - Record attendance details
- Create Signup Genius for indoor church, nursery, Sunday school & Bible studies

Volunteer Coordination

- Maintain a database of volunteers and church workers. Schedule, notify, and assist in recruitment of volunteers and substitutes. Includes but not limited to Ushers, Greeters, Readers, Coffee Hosts, Information Center Hosts, and Office Saints.
- -Distribute schedules and reminders for Elders, Altar Guild, A/V Tech, Friday Office Saints, and Offering Counters
- Coordinate fellowship needs with hospitality volunteers.

Purchasing

- Provide a purchasing agent role for the church staff.
- Order supplies on a timely basis that are pertinent to the administration, ministries and everyday facility maintenance.
- Order and maintain devotional materials on a timely basis.

Office Duties

- Assist with keeping the church office as a neat and functional working environment. This includes but is not limited to monitoring supply inventory, equipment maintenance, distributing mail, answering phones, and communicating through email or Realm.
- Supervise volunteer work as needed, such as Office Saints.
- Assist in matching invoices to POs and invoices and internal paperwork.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proficient with computer and software programs
 - o Microsoft Office applications
 - o G suite (Google) services
 - o Pro Presenter & Lutheran Service Builder
- Experienced with presentation technologies.
- Proficient with routine office equipment.
- Ability to produce neat, accurate, and timely work.
- Strong organizational and time management skills.
- Excellent oral and written communication skills.
- Superior customer relations.

PREFERRED EDUCATION AND EXPERIENCE:

- Required: High school diploma; 18 years of age minimum
- Preferred: Experience in worship coordination
- Knowledgeable of Lutheran worship

WORKING RELATIONSHIPS:

- Work closely with Pastor(s), worship staff, and volunteers for timely updates in worship activities.
- Work with staff in purchasing materials for church and ministry.
- Work with the Finance Manager in invoice processing.

CRITICAL PHYSICAL REQUIREMENTS:

Occasionally: 0% - 33%

Frequently: 34% - 66%

Constantly: 67% - 100%

Sitting: Constantly

Standing: Occasionally

Walking: Occasionally

Reaching: Occasionally

Twisting: Occasionally

Handling: Occasionally

Weight: Occasionally

Use of Fingers: Constantly

Typing: Constantly

Horizontal Reaching: Occasionally

SCHEDULE:

- Part time, Non-Exempt.

OTHER REQUIREMENTS:

- Uphold a Christian way of life and attend worship regularly.
- Must complete Risen Savior's Children at Risk class.
- Must pass a background check.

CONCLUSION

This Position Description is intended to convey information essential to understanding the scope of the job and general nature and level of work performed by the job holder within this job. It is not intended to be an exhaustive list of qualifications, skills, duties, responsibilities or working conditions associated with this position.

SUPERVISOR'S SIGNATURE/DATE:

EMPLOYEE'S SIGNATURE/DATE:
