

Worship Coordinator Job Description

Job Title:	Worship Coordinator	Job Code:	
FSLA:	Non-exempt	Hours/Week:	25 hours
Incumbent:	Open	Department:	Worship
Revised:	May 23, 2024	Supervisor:	Director of Worship Arts

General Function

The Worship Coordinator is responsible for providing program support and coordination for the Worship Arts ministry of Manchester UMC. This person serves as administrative assistant to the Director of Worship Arts and Worship Manager.

This person will be highly organized, an excellent communicator and able to exercise good judgement in a variety of situations. They will be able to independently and successfully coordinate efforts from conception to completion. This person must be able to simultaneously handle competing priorities and confidential matters in a professional and timely manner. This person will be a compassionate and collaborative leader, who is committed to, and supports, the vision and mission of Manchester UMC and its leadership.

Entry Requirements/Qualifications

- An undergraduate degree
- Church staff experience is a plus

Primary Duties and Responsibilities

Serve as the Administrative assistant to the Director of Worship Arts:

- Provide program coordination and administrative support to the Worship Arts ministries including reservations, scheduling, reporting, communications, website updates, etc.
- Provide administrative support to the Director of Worship Arts including correspondence, document production, records management, supply management, etc.

- Liaison with the Worship Arts staff to coordinate time off requests, meeting requests, briefings, department staff meetings, expenditure approvals, etc.
- Coordinate and maintain music ministry rosters and registrations, keeping timely and comprehensive records, communicating with groups as needed.
- Work collaboratively with the Director of Communications to ensure music groups and events are advertised in proper channels (bulletin, web, etc.) in a timely manner. This can include: basic copy writing used for publicity materials and basic design productions, using Publisher.
- Maintain the Music Ministry portion of the website, keeping information current. This includes program listings on the website, as well as entering groups and events on the church's internal database.
- Create, design, and produce all worship bulletins for Saturday evening and Sunday morning worship services, all seasonal worship services, and special events using Microsoft Word and Publisher. This involves working as part of the worship planning team, with input from the preaching pastors and others involved in the worship services.
- Create worship slides for Sunday traditional worship services, using the material from the bulletins and input any additional slides from the preaching pastor.
- Serve as a backup for receptionist in answering phones (in rotation with others).

Serve as Worship Manager:

- Participate in worship planning to identify presentational needs of each Sunday service and provide critical feedback to improve effectiveness and flow.
- Gather and coordinate the resources required to meet those needs. (Equipment, bulletins, etc.)
- Provide a single point of contact and management of all logistical service needs.
- Lock and unlock all doors for worship and special events.
- Serve at the point person with all areas connected with worship: music, ushers, greeters, acolytes, etc.
- Schedule and provide weekly scripts for Lay Reader and Liturgist.

Other

- Protect and maintain confidentiality across all settings and forms of communications.
- Foster strong working relationships with Manchester UMC staff and coordinate with them on systems, procedures, policies and vision to ensure alignment.

- Other duties as assigned by the Director of Worship to support the ministry of Manchester UMC.

Skills & Talents

- Must be a follower of Jesus Christ and have a passion for ministry.
- Display clear verbal and written communication skills.
- Must be collaborative, compassionate, innovative, and solutions-oriented.
- Work well both independently and in team environments.
- Must possess strong time management skills and excellent organizational abilities.
- Must be proficient in Microsoft Outlook, Word, PowerPoint, Publisher and Excel.
- Must be comfortable addressing and resolving conflict in a healthy way.
- Must be able to handle sensitive and confidential information appropriately.

Work Environment

- This person is expected to work 25 hours per week, including Sunday morning and some evenings. Weekday office schedule can be arranged in consultation with the Director of Worship Arts.

Comments

- The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.
- Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

