**ST. STEPHEN’S CHURCH**

**JOB DESCRIPTION**

**WORSHIP COORDINATOR**

**JOB SUMMARY**

The Worship Coordinator is responsible for the oversight of the preparation for, and execution of, all aspects of the four weekend worship services at St. Stephen’s Church as well as special services around Holy Days and Seasons (such as Christmas Eve, Ash Wednesday, and Good Friday). The Worship Coordinator will work collaboratively with other staff members who also serve in the worship services (such as the pastors, musicians, Lay Eucharistic Ministers, and technology support persons). The hope is that the gifted candidate would be in a position to give a minimum of a two-year commitment to serving in this position.

**DUTIES & RESPONSIBILITIES**

This part-time, 20 hour per week position includes:

* Attendance and participation in the weekly worship meeting (Tuesday, 1:00pm).
* Attendance at the two primary Sunday morning services (9:00 and 11:10am).
* Gathering information and creating service flowsheets, service sheets, the Getting Connected announcement insert, choir-packets and Lay Eucharistic Minister binders for each of the four weekend services and distributing them to those who are involved in the worship services. These tasks require proficient writing and editing skills.
* Creating Pro Presenter slides for the Sat@Six and 11:10 services and PowerPoint slides for the 9:00 service. The slides include music verses, scripture passages, corporate prayers and sermon illustrations.
* Training, scheduling and assisting slide operators to be able to navigate our Pro Presenter and PowerPoint programs.
* Emailing scripture readings and prayers used in the weekend service to Lay Eucharistic Ministers.

**SKILLS & EXPERIENCE REQUIRED**

This Worship Coordinator must be computer literate as well as proficient in PowerPoint and Pro Presenter and have the kind of personal detail orientation to gain an understanding of the flow and contents of our worship services and coordinate the moving parts toward 100% accuracy (as close as possible) every week. Therefore, the excellent candidate must be a problem-solver and be comfortable working collaboratively with a number of other people. The Worship Coordinator carries a crucial, but behind the scenes role, which requires a servant’s heart.

**BEHAVIORS & CHRISTIAN VALUES**

Staff members at St. Stephen’s share a common faith in the Lord Jesus Christ and are expected to serve collaboratively with emotional and spiritual maturity. Any candidate must be willing to affirm our New Hire Covenant (copies available upon request). Interested candidates can contact The Rev. Dr. Bill Henry at [bhenry@ststephenschurch.net](mailto:bhenry@ststephenschurch.net) or (412) 741-1790.