

Worship Presentation Coordinator

Job Description

CHURCH MISSION STATEMENT: Share Christ, Make Disciples.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those explicitly stated in this job description.

POSITION REPORTS TO: Contemporary Music Worship Director

POSITION CLASSIFICATION: Regular Part-Time Hourly | 5-6 hours a week

POSITION SUMMARY: The Worship Presentation Coordinator is a part-time hourly position responsible for organizing all volunteers to manage and run worship presentation for all of our worship services and gatherings. The person in this position is responsible for training and preparing all volunteers in order to ensure a smooth presentation experience in all of our services.

RESPONSIBILITIES AND EXPECTATIONS:

- Train and Organize volunteers to run presentations for all Sunday morning worship services.
- Recruit new volunteers to continue to grow the presentation ministry.
- Occasionally be available to run presentations at other events and meetings.
- Help find volunteers to help run presentations for non-Sunday morning events and/or meetings.
- Help worship directors put together Sunday morning presentations as needed.

MINIMUM QUALIFICATIONS:

- Must have strong organizational skills.
- Must work well with others.
- Must have basic computer skills and the ability to learn forms of presentation software.

PREFERRED QUALIFICATIONS:

- Advanced ProPresenter skills.
- Graphic design skills.