

Job posting: Contemporary Worship Coordinator

Position type: Full time; exempt position

Work schedule: Generally Sun – Thu 8:00 A.M.-5:00 P.M.

Summary

The Contemporary Worship Coordinator supports the church by coordinating with the vicar's office, all clergy, pastoral care staff, the Altar Guild, chalice bearers, lay readers, ushers and acolytes regarding all worship services of the Church. He or she must be committed to the Mission and Core Values of St. Martin's Episcopal Church.

As part of St. Martin's family, employees not only receive a comprehensive benefits package that includes medical and dental insurance, generous time off, and fantastic retirement contributions; they also get the opportunity to work with a Holy Spirit led team.

Essential Functions

1. Serves as primary liaison with vicar, other clergy, executive assistant, worship services coordinator, Altar Guild president and volunteers on preparation for weekly regular services and special seasonal services (e.g. Easter, Christmas, Lent, guest speakers, etc.)
2. Oversees and handles worship duties as well as other needs of the Family Table and Riverway services. This includes but is not limited to:
 - Recruit, train, schedule and work with acolytes, greeters/ushers, readers and table team.
 - Prepare weekly liturgy and proof last minute changes on Sunday mornings.
 - Proofread, edit and review books for all services.
 - Work with all departments on announcements and special presentations
 - Help Altar Guild with duties
 - Prepare materials for acolytes
3. Assists with any special events occurring or during the service (e.g. baptisms, ice cream socials and special services).
4. Extensively uses, maintains and trouble shoots scheduling software .
5. Assists the vicar, executive assistant and worship services coordinator in preparation for special events, such as Feast of Lights, staff Eucharists, ministry activities, retreats, etc.
6. Assists other departments with special services (e.g. OSL's Blue Christmas, Advent Quiet Day, Shrove Tuesday and stewardship events), funerals and memorial services as needed.
7. Works with worship services coordinator in updating and rewriting instruction instructional sheets for Altar Guild and serves as her back up.
8. Attends weekly worship meetings, monthly leaders meeting with Altar Guild president and annual AG meetings.
9. Recruits volunteers, prepares liturgy, sets up and cleans up for monthly Staff Eucharist.
10. Performs additional duties as assigned.

Education, Skills and Experience

- A high school diploma is required. A college degree and five years of relevant work experience is preferred.
- Five years of increasingly responsible related experience, or any equivalent combination of related education and experience.
- Proficiency in Microsoft Office and ability to learn new software and practices quickly.
- Ability to build partnerships and work collaboratively with others while anticipating and balancing the needs of multiple stakeholders.

EEO/AAP

St. Martin's policy and intent is to provide equal opportunity and employment in its practices. Due to the nature and context of this role, only Christian applicants will be considered.

Resumes and cover letters may be emailed to recruiter@stmartinsepiscopal.org