

## JOB DESCRIPTION - VIENNA PRESBYTERIAN CHURCH

### Section 1. Administrative Section

Updated	July 2010
Position Title	Worship Coordinator
Classification	Non-exempt, Part-time, Hourly
Reports To	Senior Pastor
Direct Reports	None
Committee, Board and Other Related Memberships	N/A

### Section 2. General description; mission and vision of VPC; purposes and objectives of the position

The Worship Coordinator provides general administration and coordination of all worship services and is responsible for overseeing production of all worship related media.

### Section 3. Major tasks, duties and responsibilities; essential functions

- Participate in the weekly Worship Planning Team meeting with the pastors, music staff and Connections Coordinator
- Prepare Sunday worship bulletins – lay out service and announcements, oversee production
- Prepare Sunday worship slides and coordinate volunteers to run them at all three services
- Communicate with lay worship team leaders on behalf of the Worship Planning Team to coordinate Communion, baptism, minutes for witness and other elements of worship including sanctuary decorative arts and pew preparation teams
- Coordination with Sound Technicians in worship
- Coordination and administration of baptisms
- Coordinate the publication of the monthly Connections booklet
- Preparation and coordination of the announcement slides for use on Sunday mornings and hallway monitors
- Act as the repository for Sunday and other worship attendance figures
- Participate in the weekly coordination meeting with the Media Communications Assistant and Connections Coordinator.
- Sunday mornings are part of the regularly scheduled hours for this position. Some Saturday hours will also be required.
- Other worship support and administrative duties as assigned.

Section 4. Knowledge, skills, abilities and personal characteristics necessary to perform the job; required qualifications, experience and certifications for the position

- Understanding of and ability to support the mission and ministry of Vienna Presbyterian Church.
- Bachelors degree or equivalent experience.
- Demonstrated ability to lead others and to work collaboratively, creatively and collegially with staff, volunteers and others in the community.
- Ability to manage multiple tasks simultaneously with grace, consistently meet deadlines, and work independently with minimal supervision.
- Excellent typing, graphic arts, and computer knowledge/skills including MS Office, Outlook and Publisher.
- Working knowledge of various office machines

Section 5. Working conditions

The physical demands are representative of those necessary to successfully perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.