



## MINISTRY COORDINATOR FOR WORSHIP

**Department:** Worship

**Reports To:** Director of Worship

**Hours/Week:** 19 Hours/Week

**FLSA Status:** Non-Exempt

**Schedule:** To be arranged, but includes some hours on Sundays, Mondays and Thursdays

**Job Class:** Ministry Coordinator

**Benefit Eligibility:** no benefits

**Location:** UPC Main Campus

**Wage Range:** \$21 to \$23 per hour

### SUMMARY

The UPC mission is: We are a family of communities joining Jesus to transform our lives and the lives of neighbors at the University of Washington, in our neighborhoods, and all around the world.

This position administers details related to public worship services at UPC, including Sunday morning, evening services, special services and concerts (Thanksgiving Eve, Christmas Eve, Maundy Thursday, Good Friday, etc.). Coordinates with other departments and staff as they intersect with the worship services.

### RESPONSIBILITIES

- Attends department and UPC staff meetings: Devotions, Lunch, TouchPoint, etc.
- Participates in corporate worship at UPC. Be a welcoming presence:
  - Greet guests and make introductions to members
  - Actively engage in hospitality
- Responsible for creating service templates in PlanningCenterOnline.com, entering predictable elements, and ensuring all service details are correct and updated; depending upon interest and ability, may take part in selecting calls to worship, hymns or songs and other details.
- Layout of weekly orders of worship for use in services; Coordinates and supervises preparation of "full text" orders of worship (used for large-print bulletins, Braille bulletins, posted weekly to UPC website).

- Present in Sunday services, working with the Director of Worship, Associate Director of Worship, and Media Services team to ensure the successful production of those services, keeping an eye out for details, and pro-actively troubleshooting as needed.
- Administers all details relating to printed and electronic music scores used by ensembles, including ordering music, coordinating with volunteer music librarians, and managing copyright accounts (CCLI and OneLicense.com). Includes reporting song usage and payment of annual licenses and fees.
- Maintains the worship service long-range planning calendar, integrating with the churchwide planning calendar. Coordinates all details for Communion and Healing services, including recruitment and scheduling of servers. Schedules pastoral participants and liturgists for all worship services.
- Arranges for cleaning of choir robes and pastoral robes as needed.
- Coordinates publicity for Worship Department events and seasonal announcements (bulletin, posters, social media, musical group recruitment, etc.) with the Communications Department.
- Serves as staff liaison for instrumental ensembles (string, brass, woodwinds); coordinates/hires guest musicians for special events (Easter, concerts, etc.).
- Prepares and processes reimbursement requests for contracted or guest choirs, musicians, special ensembles, purchased music, worship staff expenses, etc.
- Answers general emails and phone calls to Worship Department.
- Manages database needs (with Database Administrator) including data input, organizing information, and reports.
- Manages room reservations and set up needs for ministry programs and special events.
- Other duties as assigned.

## QUALIFICATIONS

- Deep and growing faith in Jesus Christ and a theology consistent with the mission of UPC. Has read and understood the [Essential Tenets](#) and agreed to support them in the work they do at UPC.
- Cross-cultural competency and awareness.
- A passion and competency for project management and event management.
- Bachelor's degree or equivalent experience.
- Minimum of 1 year experience in a related field. Strong music background is desirable (ability to read music, familiarity with both traditional and contemporary church music).
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams).

- Experience with Planning Center, InDesign, Church Community Builder management software preferred.
- Meticulous attention to detail.
- Excellent written and spoken communication skills.
- Team worker, flexible, ability to multi-task.
- Enjoys working with people, including providing oversight for volunteers.

## **PHYSICAL REQUIREMENTS**

- Physical ability to walk stairs, work on feet or sit for extended time, and lift 20 pounds.
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.
- This job regularly requires the ability to sit, use hands to handle or feel, and talk and hear.
- Energy and enthusiasm for a varied work schedule (some late nights/early mornings), including Sundays.