

The Service Coordinator works in concert with the Senior Pastor, Music Directors and volunteers to provide “behind-the-scenes” support which is instrumental to well-orchestrated service delivery each week. Among other responsibilities, the position also requires soliciting volunteers to deliver Scripture readings, prayers, announcements, etc. and preparing the room for worship each week. Further, the Service Coordinator needs to be able to navigate the sound system, computer, and screen visual displays to support worship services & other multi-media events.

A successful Service Coordinator will be well-organized, collaborative and technically proficient with multi-media software such as ProPresenter and PowerPoint to create, load and display lyrics, slides and video presentations to complement each weekly service. The Service Coordinator must be able to successfully engage with staff, musicians, church members and guests of various age groups and perspectives inside and outside of the church.

If you are interested in learning more about this part-time position and being considered as a candidate, please contact: Cheryl Grubb, Administrative Assistant, as soon as possible so that the SPR committee can work with candidates and staff to facilitate a smooth transition in this important role.