

**Part-time Worship Coordinator**  
Community United Methodist Church  
1470 W. Hanley Ave. - Coeur d'Alene, Idaho 83815  
[www.cdaumc.org](http://www.cdaumc.org) 208.765.8800

Community United Methodist Church (CUMC) is connected to other United Methodist Churches worldwide and governed by The Book of Discipline. The Church's mission is to make disciples of Jesus Christ for the transformation of the world by proclaiming the good news of God's grace; and by exemplifying Jesus' command to love God and neighbor.

CUMC's Purpose Statement: "As Jesus' disciples, our purpose is to love and serve our community and world through ministries that transform lives, build stronger individuals and healthy families."

The Worship Coordinator ensures that weekly church services run smoothly. This is a approximately 10 hours per week, hourly, year-round, Fair Labor Standards Act (FLSA) exempt position. This position will require some evening and/or weekend work. Salary based on experience with the anticipated hourly rate between \$15-\$20 per hour.

### **Position Description**

**Overview:** The Worship Coordinator position serves as the coordinator of worship audio, visual and lighting for both the traditional and contemporary Sunday services. He/she coordinates those who input and facilitate technology at worship and other events as needed.

**Reports to:** Lead Pastor and Staff Parish Relations Committee

**Spiritual Gifts:** Leadership, Coordination, Organization, and Communication

### **Major Duties and Responsibilities**

1. Coordinate and communicate technology support for worship services and the occasional special service.
2. Work closely with Lead Pastor and Worship Planning committee to create meaningful worship services.
3. Build community of tech volunteers by incorporating healthy aspects of small group life and leadership development.
4. Recruit and schedule worship tech volunteers.
5. Train volunteers to develop and build skills on a regular basis.
6. Serve as "House Manager" of the worship technology within our facility which includes, but not limited to regular maintenance, setup/ teardown, documentation and knowledge of systems.
7. Coordinate audio/visual technology support for other programs and events. This support includes but not limited to arranging volunteer assistance or training other ministry leaders.
8. Identify equipment and software purchases required to enhance the presentation of services and communicate budget requirements to Finance Committee.
9. In cooperation with the Worship Planning Team, provide recommendations for the Worship Planning Budget.
10. Work with worship team leaders as needed to maintain continuity and communication between departments.
11. Willingness to learn and grow in knowledge of worship related sound, media and lighting.
12. Communicates with Lead Pastor and Worship Planning to ensure that the look and sound of worship services are delivered in a manner that is consistent with the church's vision for worship.
13. Attend monthly worship Planning Meetings

## **Qualifications:**

### **Faith**

1. A solid personal relationship with and a mature commitment to Jesus Christ.

### **Skills**

1. Excellent communication skill both verbal and written.
2. Computer proficiency in Mac, ProPresenter 6, and Windows
3. Ability to meet deadlines and manage several assignments concurrently.
4. A self-motivated leader, capable of casting and imparting vision for ministry, possessing relational skills with staff, volunteers and congregation.

### **Personal**

1. Pro-active, goal-oriented, patient, kind, encouraging and positive.
2. Exercises good judgment, discretion, sensitivity and confidentiality.
3. Highly organized, confident and self-directed. Open to change. Tolerates ambiguity.
4. Ability to prioritize and problem-solve in a wide variety of situations.
5. Demonstrates history of using principles in Matthew 18 to deal with conflict.
6. Teachable, an effective listener and able to take constructive criticism well.
7. Ability to pass a background check.

### **Interpersonal**

1. Demonstrated high emotional intelligence. Strong interpersonal relationship skills.
2. Demonstrated ability to create and sustain a participative and collaborative team-oriented culture.
3. Strong interpersonal skills and experience working with people of all ages in a team setting.
4. Displays a willingness to seed as a member the staff team, connecting with and supporting one another in ways that fulfill our purpose as a church and its staff.

### **Experience/Accomplishments**

1. 1 – 3 years' experience in managing volunteer teams.
2. 1 – 3 years' experience in audio, media, lighting & video.

### **Education**

1. While a degree (BA or AA) is preferred, a high school diploma is required.

## **HIRING SCHEDULE**

This position is open from June 18, 2018 until July 12, 2018, or until the position is filled. Please submit Cover Letter and Resume, describing the interest in the position, education level, work experience, skills, and three (3) personal references for contact.