

THE NATIONAL PRESBYTERIAN CHURCH SERVICE COORDINATOR

POSITION DESCRIPTION

The Service Coordinator is a part-time position of fewer than 20 hours per week on the Program Staff of the Church, and is exempt under the Fair Labor Standards Act. The Service Coordinator will work under the supervision of the Director of Music Ministries. The Service Coordinator's primary responsibilities relate to planning and coordinating the new "First Service" at 8:00 a.m. on Sunday mornings, and are estimated to require 7 to 10 hours per week.

MAJOR RESPONSIBILITIES and DUTIES

- A. Work with the Worship Pillar, Pastors, Director of Music Ministries, and First Service Planning Group to plan the content of the Sunday 8:00 a.m. service.
 - 1. Work with the Pastors and Director of Music Ministries to ensure consistency and synergy with other NPC Sunday morning worship services.
 - 2. Coordinate/direct volunteer leaders responsible for other aspects of the 8:00 a.m. worship service (e.g., ushers and officers who distribute Communion).
 - 3. Oversee the selection of appropriate music, including choosing the music with the service pianist and clearing the music selections with the Director of Music Ministries.

- B. Coordinate the content of the 8:00 a.m. service with that of the other Sunday morning services.
 - 1. Obtain the main service outlines from the Director of Music Ministries.
 - 2. Provide replacement texts as needed.
 - 3. Meet with the Pastors for the Sunday Review.

- C. Coordinate with the assigned Associate Pastor on individual responsibilities for the liturgy.

- D. Be present as coordinator for the First Service from 7:45 a.m. to 15 minutes after the conclusion of the service.

- E. Serve as primary staff contact for First Service matters.
 - 1. Attend planning meetings of Pastors and the Worship Pillar.
 - 2. Coordinate with other teams in the Worship Pillar.

- F. Provide information about the First Service for the Bulletin.
 - 1. Complete the outline of the service.
 - 2. Provide the information to appropriate staff in a timely manner.
- G. Attend weekly Sunday review meetings, monthly Worship Pillar meetings, and other meetings as requested by the Director of Music Ministries or the Executive Pastor.

QUALIFICATIONS

- A. A mature, personal relationship with Jesus Christ, showing continuing spiritual growth, moral and emotional strength, and growing obedience in following Jesus Christ in all things.
- B. A demonstrated love for the church of Jesus Christ, and commitment to Scripture, Reformed theology, and evangelism, with a clear understanding of liturgy and the sacraments and confessions.
- C. Ability to subscribe and adhere to the Church's *Biblical Standards for Christian Leaders*.
- D. A pastoral heart for the people, a passion for Christ's mission in the world, and a love for prayer and worship.
- E. Demonstrated ability to supervise others and to work creatively, cooperatively, and collegially with staff, parishioners, volunteers, and the general public.
- F. Good communication skills; strong organizational skills, with the commitment to complete tasks.
- G. Ability to manage multiple tasks simultaneously and effectively manage deadlines and to work independently, with minimal supervision.
- H. Ability to pass background screening checks to the Church's satisfaction.
- I. The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee

is regularly required to sit, talk, and hear. The employee is frequently required to climb stairs and to reach with hands and arms and is sometimes required to stoop, kneel, or crouch. The employee is frequently required to stand and walk. The employee is regularly required to carry documents or items from one building to another on the grounds of the Church. The employee must regularly lift and/or move up to 10 pounds.