



777 S. Highway 92, Sierra Vista, AZ 85635
Sierra Vista, AZ 85635-4328

Job Description: Worship Coordinator

Purpose: To assist in the coordination and scheduling of church worship service participants, for a meaningful worship experience. To assist in various custodial duties in maintaining the church building and church property.

Department: Church Operations

Term of Service: One year two years open ended

Brief Description of Job/Position:

- Manage monthly schedule for church worship service participants.
 - Responsible for scheduling individuals each Sabbath for:
 - Intercessory Prayer
 - Offering Appeal
 - Children's Story
 - Scripture Reading
 - Elder for Welcome & Announcements is coordinated with the Head Elder.
- Provide monthly worship participants schedule to bulletin secretary and church office manager.
 - Communicate changes as needed.
- Call to remind each participant that is on the platform a week in advance, and if there is no show, fill in.
- Coordinates the platform participants for the worship service each week.
- Other duties as assigned.

Skillset Needed:

- Organizational skills with attention to detail.
- An interest in creating a meaningful worship experience.
- Exceptional communication skills.

Annual Budget: The annual budget is managed by the Treasurer with input from the department heads, Finance Committee, and the Church Board, with final approval by the Church Body in a business meeting.

Committee/Board Obligations: Worship Committee, Church Board

Reporting To: Pastor, Church Board

Church Board Approval: August 8, 2024