



MINISTRY COORDINATOR FOR SUNDAY EXPERIENCE

Department: Operations: Worship

Reports To: Director of Worship

Hours/Week: 40 Hours/Week

FLSA Status: Non-Exempt

Schedule: Sunday-Thursday, some evenings and weekends

Job Class: Ministry Coordinator

Benefit Eligibility: Full-Time Benefited

Location: UPC Main Campus

Pay Range: \$40,000 to \$50,000

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 mornings, evening services, special services, and concerts, looking at the entire experience from parking lot to pew and back again, facilitating a culture of welcome and hospitality. Project management and volunteer recruiting and training are both key elements of this position. Coordinates other departments and staff as they intersect with the worship services and welcome teams.

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
- Maintains the Long-Range Worship Planning Calendar (LRWPC).
- Creates services on PlanningCenterOnline.com, inputting service elements from the LRWPC using templates approved by the Director of Worship.
- Updates/checks all service details on PlanningCenterOnline.com, and outputs completed orders of worship to stakeholders at appropriate times.
- Creates simplified orders of worship with Planning Center to be used for large-print bulletins, Braille bulletins, and posted weekly to UPC website.

- Coordinates all details for Communion and Healing services, utilizing and training volunteers.
- Schedules pastoral participants and liturgists for all worship services.
- Recruits, trains, and equips volunteer teams to serve as helpful 'first impression makers.' These teams will include but not be limited to ushers, greeters, Kiosk hosts, Welcome table hosts, and building way-finders.
- Collaborates with Communications, Facilities, Data Management to ensure consistent welcome messaging across platforms (website, signage, people flow, etc). Develops an effective out-bound communication plan for first-time guests, visitors, and regular congregants.
- Present on Sundays, keeping an eye out for details, and pro-actively troubleshooting as needed.
- Develops cross-departmental relationships to know and understand active ministry offerings and opportunities and match volunteers accordingly.
- 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.
- Arranges for cleaning of choir robes and pastoral robes as needed.
- Coordinates publicity for Worship Department events (bulletin, posters, social media, etc.) with the Communications Department.
- Coordinates/hires guest musicians for special events (Easter, concerts, etc.).
- Prepares and processes reimbursement requests for guest choirs, musicians, special ensembles, purchased music, 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.
- Bachelor's degree or equivalent experience.
- Minimum of 1 year experience in comparable work

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams).
- Ability to effectively navigate software including but not limited to: Planning Center, EMS, Cognito, Ministry Platform, MailChimp, Church Online Platform, InDesign.
- Meticulous attention to detail.
- Strong organizational, administrative, and project management skills.
- Excellent communication skills: Verbal and written, demonstrates effective listening and empathy.
- Ability to navigate a complex organizational structure and possess institutional insight.
- Maintains a warm, calm, interpersonal presence.
- Desire to be fully involved in the UPC community and invested in its mission.

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 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.

SPECIAL/OTHER

Position required to be on-site Sundays from 7am – 1pm.

TO APPLY

Please complete an [application for employment](#).