



# CHURCH OF THE RESURRECTION

## Job Description (Part-Time) Sunday Service Coordinator

Date: July 19, 2024

Supervisor: Sunday Teams and Service Manager

Staff Teams: Administrative, Worship

Status: Part-Time: 12 hours per month (generally 2 Sundays/month 7am-12:30pm, 1 hour mid-week prep per Sunday)

Role: Manage Sunday services twice a month and some special services

### SKILLS

1. Flexibility
2. Attention to detail
3. Excellent verbal communication skills
4. Problem-solving skills
5. Delegation
6. Strong people skills

### SOFTWARE

1. RezConnect (CCB) website and app
2. Personal smartphone use Sunday morning

### JOB DUTIES

1. Service Management
  1. Be present to provide leadership and coordination for Sunday services twice per month and special services.
  2. Set out checklists for services for facility assistants, clergy, staff, and volunteers.
  3. Ensure the facility is prepared for services. Delegate facility related tasks to Facility Assistant (if needed).

4. Coordinate between Sunday morning teams.
  5. Support clergy during services. Update clergy of changes or important information related to their roles in the service.
  6. Ensure all supplies needed for the service are ready and available.
  7. Help oversee more service logistics moments, such as offering and Eucharist, or occasional special service actions (e.g. foot washing on Maundy Thursday).
  8. Check-in with volunteer teams and leaders. Ensure they have everything they need and provide onsite training as needed.
  8. Be present and ready to trouble-shoot as needs arise.
  9. Be ready to coordinate response in case of emergency.
2. Occasional Special Services
1. Special Services: Support Teams Manager as needed with logistical details for baptisms, confirmations, Advent and Christmas, or Holy Week special services.
    - i. Provide similar service management for these special services, or delegate.
3. Onsite supervision for Service Facility Assistants during Sunday services or special services
4. Attendance: Make sure data is collected on Sunday attendance by facility assistants.

## Fair Labor Standards Act (FLSA)

Status: Non-exempt (part-time)

Description:

Non-Exempt = Overtime is paid. This position is an hourly position. Pay is for actual hours worked each work week, and job responsibilities are expected to be completed during the stated hours. It is the joint responsibility of the employee and supervisor to prioritize tasks so that the expected hours are not exceeded in any work week. In the event of exceptions, actual hours worked during a work week will be paid, and hours worked more than 40 hours for the work week will be paid at a total of one and one half times hourly pay.

## Americans with Disabilities Act (ADA)

*Job Performance Requirements:*

- o Frequently work weekends, particularly Sundays
- o Must be able to walk and move constantly for up to five hours at a time

- o Occasional kneeling and bending
- o Occasional reaching to gain access to supplies
- o Frequently communicate with people (parishioners, staff, etc) who have inquiries about sermons, service events, projects, etc. Must be able to exchange accurate information in these situations.
- o Identify material from a computer with a 13 in screen

This job description is subject to change at any time.