



CHURCH OF THE RESURRECTION

Job Description

(Part-Time) Sunday Teams and Services Manager

Date: July 19, 2024

Supervisor:

Staff Teams: Administrative, Worship

Status: Part-Time (21 hours per week)

Role: Lead service volunteer teams and manage Sunday and special services.

SKILLS

1. Organized
2. Flexibility
3. Attention to detail
4. Strong communication skills
5. Excellent people skills
6. Leadership
7. Hospitality
8. Team and Project Management
9. Delegation
10. Teamwork

SOFTWARE

1. MS Office Suite
2. Google Workspace
3. RezConnect (CCB) website and app
4. Amazon and other online purchases
5. Frequent personal smartphone use
6. MailChimp website
7. MinistrySafe Website

JOB DUTIES

1. Volunteer Teams Leadership:

1. Recruit, train, schedule, and lead Sunday Service teams
 - i. Includes Eucharist, Clergy Leaders & Bread Servers, Liturgical Sunday roles, Acolytes, Medical Response teams, Welcome Team, Altar Guild, Rez Café, Safety Team, and others as needed.
3. Recruit, train, schedule, and lead special Holy Week teams, including Parking Team.
4. Interface with all teams so they have clear direction and collaboration. Oversee communication with volunteers.
5. Prepare checklists, training, and instruction materials as needed for volunteers under management.
6. Volunteer appreciation
 - i. Provide thank you notes and token gifts during Advent
 - ii. Provide Goodbye gifts for key volunteers
 - iii. Distribute thank you notes another time during the Spring
 - iv. Coordinate meals for Holy Week volunteers
 - v. Lead volunteer training and appreciation events
 - vi. Other volunteer appreciation as appropriate

2. Service Management

1. Be present to provide leadership and coordination for Sunday services and Special services, or schedule someone to fulfill this role as needed.
2. Prepare checklists for services as needed for facility assistants, clergy, staff, and volunteers.
3. Ensure facility is prepared for services. Delegate facility related tasks to Facility Assistant (when available).
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 difficult service logistics moments, such as offering and Eucharist, or 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.
3. Holy Week Leadership:
1. Take primary lead for Holy Week teams
 - i. Recruit: Oversee recruitment for your teams, and support recruitment for other departments' volunteer needs including RezKids and Tech team.
 - ii. Schedule and manage your teams.
 - iii. Oversee special Holy Week Parking teams and other small special teams as needed for successful service execution.
 2. Support clergy Holy Week needs. Includes preparation of personalized schedules and Holy Week Clergy Handbook.
 3. Ensure communication and collaboration between departments about special services.
 4. Oversee/delegate purchase and setup of church-provided meals for volunteers and staff.
 5. Interface with Facility team to ensure Holy Week facility needs are met.
 6. Provide or delegate service management for Holy Week services.
 7. Purchase or oversee purchase of special supplies related to services and your teams.
4. Other Special Services
1. Communicate with relevant ministry leaders and admin assistants to make sure their events' needs are met.
 2. Help ensure protocol is followed for any resources they may need that fall under your oversight, such as Eucharist supplies, RezCafe, or liturgical items.
 3. Special Services: Help oversee logistical details for baptisms, confirmations, Advent and Christmas special services.
 - i. Provide similar service management for these special services, or delegate.
 - ii. Help coordinate needed supplies.
5. Supervise Service Facility Assistants
1. Prepare lists.
 2. Oversee hours.
 3. Provide feedback and support.

6. Supervise Sunday Service Coordinator

Equip Sunday Service Coordinator to run Sunday services twice a month and occasional special services by preparing lists, providing feedback and support, and preparing building before services as needed.

7. Supplies and Materials. Oversee purchase and preparation of supplies for:

1. Guest Center
2. RezCafe
3. Altar Guild (with collaboration of Lead Sacristan)
4. Service Liturgical supplies
5. Special services
6. Visual Arts projects

8. Organization and maintenance of space:

7. Oversee Sacristy space; make sure it stays neat and functional, including proper storage of special liturgical items, such as chalices, thurible, crucifix, general (non-clergy) vestments, etc.
8. Oversee maintenance of liturgical and Altar Guild storage spaces
9. Oversee maintenance of Narthex guest-center and supplies.

9. Develop and Maintain Budgets for:

- a. Altar Guild
- b. Worship Ministry Teams
- c. RezCafe
- d. Guest Center

Fair Labor Standards Act (FLSA)

Status: Non-exempt (part-time)

Fair Labor Standards Act (FLSA)

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 sit in a stationary position for 50% of the time
- o Must be able to walk and move constantly for up to five hours at a time
- o Occasional kneeling and bending to re-stock printer and other supplies
- o Occasional reaching to gain access to supplies
- o Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and large commercial printer
- o Occasional overtime hours
- 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.