



CHURCH OF THE RESURRECTION

Job Description

Sunday Teams and Services Manager

Start Date: February 16, 2026

Supervisor: Fr. Will Chester, Executive Pastor

Status: Part-time, non-exempt (20 hrs/wk)

Range: \$19-21 per hour

Role: The Sunday Teams and Services Manager will be a member of our administrative and worship teams who oversees the logistical details of worship services at Resurrection, collaborates with a broader team on developing and executing creative direction, and has a heart for connecting both new and invested Rez attendees with opportunities to use their God-given gifts to serve the church in a variety of ways.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Volunteer Teams

- Recruit, train, schedule, and lead Sunday Service teams (Eucharist, Clergy Leaders & Bread Servers, Liturgical Sunday roles, Acolytes, Welcome Team, Altar Guild, and Rez Café team).
- Prepare checklists, training, and instruction materials as needed for volunteers across supervised teams. Ensure appropriate coverage and leadership structures as needed, build and maintain clarity in roles and scope of responsibility.
- Serve as a proactive champion, advocate, and vision-bearer for volunteers at Resurrection, internally and externally. Monitor and take advantage of opportunities to express appreciation for individuals and volunteer teams (thank you notes, meals, etc.) as appropriate.

Service Management

- Be consistently present to provide leadership for Sunday and Special services (baptisms, confirmation, Advent and Christmas, etc.). Schedule advance coverage when necessary.
- Ensure supplies (Eucharist, checklists, etc.) and facility are prepared for services. Delegate workflow for facility-related tasks to Facility Assistant (when available).
- Support clergy and volunteer team leads during services. Keep leaders informed about changes or important information related to their roles in the service.

Holy Week

- Recruit, schedule, and support special volunteer teams for Holy Week (Parking, Visual Arts, Vigil Coordinators, etc.)
- Support clergy Holy Week needs. Includes preparation of personalized schedules and Holy Week Clergy Handbook.
- Ensure communication and collaboration between departments about special service details (Maundy Thursday, Good Friday, Stations of the Cross, Light & Lessons, Vigil, etc.)
- Oversee purchase and setup of church-provided meals and special supplies for volunteers and staff. Collaborate with Facility team to ensure Holy Week facilities needs are met.

Other Ministry Leadership

- Collaborate with Communications Manager and Rector to align branding, visual design, and promotion of worship events and services.
- Manage inventory; purchase and prepare supplies for ministry areas including the Guest Center, RezCafe, Altar Guild, Visual Arts projects, Sunday and Special services. *Collaborate with RezCafe Team Lead and Lead Sacristan to monitor RezCafe and Altar Guild needs.*
- Oversee Sacristy and various storage spaces, ensuring they remain organized and functional.
- Work with Facilities Assistant(s) to collect data on Sunday attendance. Report data to Facilities team.
- Maintain and monitor budget lines for ministry areas under supervision.

KNOWLEDGE, SKILLS, & ABILITIES

1. Administrative leadership
2. Warm interpersonal skills
3. Experience building and leading teams
4. Flexibility and creativity in problem-solving, sometimes with limited resources
5. Desire to foster a culture of hospitality and belonging at Resurrection
6. Comfortability and preference for leading in a collaborative work environment; able to empower others and provide/receive necessary feedback
7. Familiarity with (or willingness to learn) software platforms including the Rez volunteer database (CCB); Google and MS Office suite; Adobe InDesign, Acrobat, and Photoshop; Mailchimp.

Fair Labor Standards Act (FLSA)

Status: Non-exempt (part-time)

Duties: Not applicable (non-exempt)

Description: Hourly, 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

- Complete undergraduate degree level of education
- Frequently work weekends, particularly Sundays
- Able to sit in a stationary position for up to 50% of the time
- Able to walk and move constantly for up to five hours at a time; regularly, repeatedly lift and carry up to 25lb
- Occasional kneeling and bending to re-stock printer and other supplies

- Occasional reaching to gain access to supplies
- Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and large commercial printer
- Occasional overtime hours
- Able to provide accurate information to individuals (parishioners, staff, etc.) who have inquiries about sermons, service events, projects, etc.
- Able to identify material from a computer with a 13in screen

This job description is subject to change at any time.