

Updated: 04.11.19

Worship Coordinator Position Description

Responsibilities:

- Collaborate with the Worship Committee to facilitate planning of services that are inspirational, intellectually challenging, and in keeping with the Unitarian Universalist principles
- Monitor the Worship Budget created by the Worship Committee.
- Collaborate with the Worship Committee to coordinate the recruitment of speakers for Sunday services, both from within the congregation and externally
- Work with the Worship Committee to establish themes and worship directions based on the needs of the congregation
- Interface with the Music Committee, the Religious Education Committee and other PCUUC committees in the planning and delivery of services
- Schedule, attend and take notes for the regular meetings to uphold the functions of the Worship Committee. Held every 4-6 weeks.
- Schedule Monthly Service Leader Volunteers.
- Maintain and distribute the Service Leader Script as needed.
- Draft the service bulletin weekly pages – available in word or publisher format.
- Address any worship related concerns or problems that arise.

Qualifications:

- Familiarity with Universalist Unitarian principles and practices
- Strong organizational skills
- Strong communication skills
- Familiarity with Google Docs

This position is year-round at \$16/hour with a budget of 3-4 hrs. per week. Hired employee would work from home and attend worship meetings generally held monthly.

Please send resume to Worship@PrairieCircleUUC.org indicating your interest and availability to discuss the position.