

Updated: 07-05-2022; rev. 8-31-2022

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.
- Maintain master list of sermon descriptions, speaker bios, service participants, etc. in Google Sheets.
- Address any worship related concerns or problems that arise.
- Coordinate and attend a practice prior to each virtual service.
- Act as Zoom host for virtual services one time per month.
- Attend and livestream services three or four times per month. (Volunteers will be made available for the worship coordinator to take some Sundays off.)

Qualifications:

- Familiarity with Universalist Unitarian principles and practices
- Strong organizational skills
- Strong communication skills
- Previous experience with Google Suite (Google Docs, Sheets, Gmail, etc.) preferred
- Previous Zoom hosting experience preferred

This position is year-round at \$20/hour with a budget of 5-6 hrs. per week. Hired employee would work from home and attend worship meetings generally held monthly as well as weekly services.

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