



Position Title: Worship Coordinator
(Volunteer Coordinator)

Supervisor: Office Manager

Status: Full Time

Compensation: TBD

Overview: The role of the Worship Coordinator is primarily responsible for advancing the vision and mission of Zumbro Lutheran Church (ZLC) by coordinating the experience of worship and ensuring that all who attend services have a phenomenal *experience* and are met with a warm welcome and radical hospitality.

Responsibilities, include but are not limited to:

Volunteer Coordinator:

1. Recruit, Train, Supervise and Schedule all volunteers involved in the 'event' of worship including but not limited to: Greeters, Ushers, Readers, Communion Servers, Communion Preparation, Space Preparation Team, Food & Beverage Servers (Sunday Coffee, Wednesday Meals, etc).
2. Act as liaison between the Office and the needs of worship (Sunday & Wednesday): Sign-ups, Announcements, Info Kiosk, etc.
3. Coordinate the hospitality of Sunday morning (coffee, etc)
4. Operate as leader for other congregational events as they arise.
5. Other duties as assigned.

Administrative:

1. Produce slides and/or bulletins for all worship services, funerals, and baptisms.
2. Ensure the accuracy of *Planning Center: Services* in support of worship leaders on a weekly basis (bring together all information to Planning Center: Services ensuring it is the hub of all worship information).
3. Become fluent with ProPresenter (online training available).
4. Responsible for all accounting and reporting of copyright information.
5. Other duties as assigned.

Qualifications (include but not limited to):

1. A love and respect for people and passionate about being a team player.
2. Effective oral and written communication skills.
3. Proven organizational and office skills including an ability to manage multiple projects at one time.
4. Extremely comfortable with technology and willingness to learn new software/systems.
5. High level of proficiency with software such as Keynote and/or PowerPoint and willingness and ability to learn ProPresenter (software for projecting content to screens for worship), as well as proficiency with Word, Excel, and Adobe.
6. An eye and an interest in basic graphic design.
7. Experience with Apple: Macintosh helpful.

**To apply: Send resume and cover letter to Rob Zahn, Directing Pastor, Zumbro Lutheran Church,
pastorrob@zumbrolutheran.org**