

ST MARTIN'S EPISCOPAL CHURCH

POSITION: Worship Services Coordinator

STATUS: Full-Time, Exempt

REPORTING TO: Associate for Worship and Liturgy

SUMMARY/OBJECTIVE

The Worship Services Coordinator supports the Church by coordinating all aspects of worship service preparation and execution. This role provides administrative support to the Associate for Worship and Liturgy, collaborates effectively with parishioner-facing staff and clergy at all levels, and manages multiple projects simultaneously. The Worship Services Coordinator assists in the preparation and execution of services and provides additional support as needed.

ESSENTIAL FUNCTIONS

1. To glorify God every day by affirming and valuing the Christian faith as affirmed by the worldwide Anglican Communion which emphasizes the Holy Scriptures as the primary authority and guide for individual faith and practice.
2. Collaborate with other Worship Coordinators to assist with services, including the Family Table service and Holy Eucharist setup and breakdown.
3. Coordinate with the Verger and church vendors (florists, photographers, wedding coordinators) for weekly services and special events, including weddings.
4. Oversee midweek candle and altar frontal changing.
5. Manage laundering and care of linens, as well as maintenance of vessels, vestments, and other worship materials.
6. Order and track worship supplies, including wafers, wine, and related items; management of invoices and purchases.
7. Attend all regular worship meetings and assist with preparation for services, events, and ministry activities.
8. Support communication with staff, parishioners, and vendors through calls, emails, and meetings.
9. Assists the Associate for Liturgy and Worship with all communications with the staff, parishioners and vendors, via phone calls, e-mails, meetings, notes, etc.
10. Prepare attendance and other reports; maintain organized and accurate records.
11. Proofread and update worship materials; attend weekly Worship Book meetings.
12. Assist with and maintain reports for scheduling of clergy, usher, and Chalice Bearers, using systems such as ACS and Ministry Scheduler Pro.
13. Engage in long-range planning for worship services and seasonal events.
14. Participate in staff, clergy, and vestry conferences as requested.
15. Perform additional duties as assigned.

COMPETENCIES

Competencies required of this role:

- Effective verbal and written communication
- Quality and accuracy; Attention to detail
- Situational adaptability
- Ability to collaborate with multiple ministries.

INDICATORS OF SUCCESS

Several of the most critical aspects of this role include:

- Anticipating and balancing competing priorities.
- Effectively coordinating and deploying resources.
- Confidently support and guide volunteers during worship services.
- Adapting in approach and demeanor in real time to match shifting expectations.
- Demonstrating flexibility and the ability to proactively plan for upcoming seasons.
- Building strong partnerships and working collaboratively with others to meet shared objectives.

SUPERVISORY RESPONSIBILITIES

This position has no supervisor responsibilities.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

MENTAL & PHYSICAL DEMANDS

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to identify, communicate, detect and easily remember things. The employee is frequently required to rise; move; ascend/descend stairs, position self, and sit; operate a computer and other office equipment; obtain objects at arm length distance; and transport up to 30 lbs.

The employee is required to perform under circumstances of emotional stress, such as not limited to, stress from work deadlines, employee complaints, noise, distractions, work complexity, competing priorities and understaffing.

WORK HOURS AND TRAVEL

This is a full-time position. Days and hours of work will generally be Sunday, Tuesday-Friday, 8 a.m. – 5 p.m. with an occasional need on evenings or weekends if requested by leadership.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required; bachelor's degree in ministry, theology, or a related field preferred.
- Minimum of three years of relevant experience in church operations, worship coordination, and/or administrative support required.
- Experience in a liturgical church setting, preferably Anglican/Episcopal, strongly preferred.

Additional eligibility qualifications include a combination of education and relevant experience.

EEO/AAP

It is the policy and intent of St. Martin's Episcopal Church to provide equal opportunity and employment in its practices.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.