

Programming Coordinator

Our mission is to help as many people as possible become totally committed to Jesus Christ

Primary Description:

The Programming Coordinator participates in the planning and execution of high-quality, high tech, relevant, creative and thematic services. The services are to communicate God's truth into the deepest part of people's hearts and produce life-change. The position of Ministry Assistant empowers the work of the ministry in any area of the church they are needed as assigned.

Status: 30 Hours a week

Lines of Accountability: Pastor of Ministry Development

Ministry Responsibilities: To Make Worship Services Great

1. Sunday Worship Service:

- Tracking and Communicating the details of the Worship service
 - 4 Weeks orders of service sent to all principals every Monday
 - Master Calendar continuously and at all times up to date and presented to PMD (Pastor of Ministry Development) every week
 - All special elements planned in detail at least 4 weeks in advance in conjunction with Lead Pastor and PMD
 - Discuss with PMD in detail the flow of every service
 - Communicate service plans with the broader staff keeping them in the loop every week important details
 - Keeping weekly records for attendance and giving, communicating this information every Wednesday
 - Gather information weekly from important ministry heads: Children's, Greeters, Hospitality, Parking, Youth, and Ushers making and reporting positives and areas for growth from their area to the PMD. Call them each every Monday, take notes and report to PMD.
 - Arrange for and Gather props and any needed objects for services

- Record notes during every meeting, email to all affected parties, immediately after.
- Creating an atmosphere for volunteer development and success.
- Direct three Sunday worship services
 - Keep track of time
 - Keep the service on the projected order of service.
 - Make service calls coordinating the projection and lights
 - Recruit, train and document Backstage Manager positions
 - Develop Sunday/Programming documentation
 - o Usher Ministry descriptions
 - o Checklists for pre-, post-, between, and during service
 - o Stage presence
 - o What to wear on stage
 - o Things to-do in the area
 - o Local restaurants guide
 - o Timelines for all on stage elements
 - o i.e. Ministry Publicity Guide
 - o Other documents as needed

2. Ushers: creating an atmosphere for volunteer development and success.

- Work with Usher Coordinators to Schedule Ushers to cover Sunday Services
- Partner with volunteer leaders of ushers in the duties of: placement in sanctuary, greeting and handing out bulletins, greeting and seating people, serve the congregation, giving back, cleaning up sanctuary after each service.
- Ensure Ushers are trained
- Yearly Usher Meeting
- Quarterly Usher Captain Meeting
- Communicate elements of Sunday Service each week with Captains
- Grow Godly leaders

3. Provide Daily Oversight for Hospitality

- Meet weekly with Hospitality Coordinator
- Follow visionary leadership of PMD
- Report weekly to PMD on projects assigned

4. Provide Daily Oversight for Greeter Ministries

- Meet weekly with Greeter coordinator
- Follow visionary leadership of PMD
- Report weekly to PMD on projects assigned

5. Attend weekly meetings that pertain to Sunday Service

6. Support staff to the PMD and Lead Pastor

- All duties as assigned
- Complete tasks on time and under budget
- Maintain (or have a volunteer) the pastors drawers in the worship center

7. When called upon schedule guests

- Find volunteers to pickup/return to airport
- Request sermon support materials
- Integrate requests into programming process
- Accommodations
- Request Honorarium/Make sure we give to them on Sunday
- Recruit and train teams to Host Guests as needed

8. Programming of Church wide events

- Consult with the Event Coordinator
- Direct content of event

- Go to meetings leading up to event
- Represent programming team at PMD's request

9. Other:

- Attend all staff meetings
- Adhere to the guidelines of SCC Employee Handbook
- Maintain positive relationships with staff
- Other duties as assigned.

10. Build Teams:

- Work with unpaid team members to build an usher team
- Work with team members to build an greeter team
- Work with team members to build an hospitality team
- Work with unpaid team members to build an Family Worship Venue team
- Work with unpaid team members to build a Monday Night Service Team
- Work with unpaid team members to build a Cleanliness Team for the Lobbies and sanctuary
- Work with unpaid team members to build a Stage and Props team
- Work with unpaid team members to build a Decor and Sets team

Therefore, since we are receiving a kingdom that cannot be shaken, let us be thankful, and so serve God acceptably with reverence and awe!

(Hebrews 12:28)