



Christ Lincoln is a family working together to grow the kingdom of God. Our mission is connecting people to Christ, together growing in His Word. Each day we strive to join Jesus on His mission so that all may know Jesus!

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| Job Title | Worship Arts Coordinator |
| Department | Worship Ministries |
| Reports To | Executive Director of Worship Ministries |
| Position Level | 4 |
| Position Status | Full Time - Non-exempt |

Job Purpose

The Worship Arts Coordinator is responsible for supporting the worship experience for all of Christ Lincoln’s Worship Communities. The Worship Arts Coordinator will collaboratively ensure all ministries have appropriate AV support. Additionally, the Worship Arts Coordinator will provide direct support for the Sanctuary Worship Community. Furthermore, the Worship Arts Coordinator will be responsible for accounts payable and supply ordering.

Duties and Responsibilities

- I. Support the worship experience for all of Christ Lincoln Worship Communities
 - A. Contribute to the visual and aesthetic aspects of each worship community
 - B. Work together with Worship Coordinators to plan and execute significant events.
 - C. Assist the music and production teams as a behind-the-scenes facilitator, working with external partners
 - D. Manage and maintain established procedures related to audiovisual and production aspects
 - E. Ensure accuracy and cohesiveness in the worship service plans and outlines.
 - F. Coordinate worship related video work
- II. Collaboratively ensure all ministries have appropriate AV support
 - A. Handle AV support specifically for the Family Ministries' weekly programming
 - B. Recruit and train volunteers for AV support roles across various areas
- III. Provide direct support for the Sanctuary Worship Community
 - A. Assist in creating service plans and slides in collaboration with the Sanctuary Community Pastor.
 - B. Create worship handouts weekly
- IV. Accounts Payable and Supply Ordering
 - A. Promptly enter receipts and invoices into the accounting system.
 - B. Order supplies and assist in researching best equipment for worship ministry needs

Qualifications

- I. Knowledge
 - A. Microsoft Office programs, Google Suite, ProPresenter and Planning Center
 - B. Customer service principles to handle inquiries and provide assistance to others
- II. Essential Traits

- A. Strong desire to consistently speak well of one another, defend one another and explain things in the kindest way
 - B. Reliable and consistent attendance
 - C. Positive attitude
 - D. Action oriented
 - E. Initiative to build relationships and rapport with current and potential volunteers
 - F. Commitment to excellence and upholding ethical standards
 - G. Ability to work independently or as a team
- III. Skills
- A. Effective time management and multitasking skills
 - B. Exceptional proficiency in finding solutions to challenges
 - C. Proficiency in prioritizing and organizing tasks
 - D. Strong analytical abilities
- IV. Education
- A. Bachelor's Degree or a minimum of 3 years experience in audio visual management, worship service production or in project management required.

Physical Requirements

Comfortable use of a computer for extended periods, with the need to adjust monitors, keyboards, and chairs for ergonomic support. Prolonged sitting at a workstation is common. Some tasks, like typing or using a mouse, may involve repetitive motions. Manual dexterity is necessary for filing, handling paperwork, and assembling documents. There may be occasional lifting and carrying of supplies, packages, and other items up to 50 lbs. Good eyesight is essential for reading documents and viewing computer screens. Adequate hearing is necessary for communication with colleagues, attending meetings, and answering phone calls. Clear verbal communication skills are important for interacting with coworkers, members or visitors.

Direct Reports

This position is not a supervisor for any staff member; however will work with several volunteer leaders in a supervisory capacity.

What We Believe

The ministry of Christ Lincoln is part of the greatest work we as followers of Jesus can do: Connecting People to Christ and Together Growing in His Word. In our efforts to bring others to find a relationship with Him, we understand we have a great responsibility to those God has entrusted to us. In that, we look to the example set by Christ Jesus himself and are called to live in the world but not of the world.

Christ Lincoln's Living A Godly Life Statement expresses how we believe we are to live based on foundational truths of Scripture. As employees of Christ Lincoln, we are leaders in our community and must align ourselves with these biblical truths. Our lives are a testament to the power of repentance and grace when we fall short and are brought back to our Savior's open arms.

In partnership together, staff must evaluate their personal beliefs against the statements as they are expectations for employees regardless of job title, responsibility level or church membership. We understand all need God's grace. We also believe that God calls our faith to walk in harmony with our actions.