



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!

Job Title	Sanctuary Worship Coordinator
Department	Connections
Reports To	Director of Connections
Position Level	4
Position Status	Part Time - Non-exempt (20 - 30 hours per week to include Sundays)

Job Purpose

The Sanctuary Worship Coordinator provides administrative support to the Sanctuary Worship Community Pastor. The Sanctuary Worship Coordinator is a member of the Connections team who welcomes visitors to the church office, responds to inquiries by phone or email and directs questions to others as necessary. Additionally, the Sanctuary Worship Coordinator will ensure weekly worship services and special events have the passionate volunteers and proper supplies. Furthermore, the Sanctuary Worship Coordinator will be responsible for purchasing and accounts payable for assigned departments.

Duties and Responsibilities

- I. Support the Sanctuary Worship Community Pastor & Worship Community
 - A. Oversee the calendar of the Sanctuary Worship Community Pastor and provide administrative support, including travel arrangements and assigned tasks.
 - B. Routinely clean and maintain the Sanctuary Worship Space and storage areas.
 - C. Partner in preparing monthly anniversary and birthday lists from within the congregation.
 - D. Collaborate with Connections Coordinator to serve as a Fellowship One expert by ensuring accurate data, archiving old groups, updating member information and general database maintenance.
 - E. Serve as a primary contact for Sanctuary Worship Community volunteers to include recruiting, training, scheduling and weekly communication with scheduled volunteers.
- II. Clerical support in the Church Office
 - A. Responsible for answering phones, greeting visitors, assisting walk-ins, organizing and delivering incoming mail and packages.
 - B. Take initiative on miscellaneous clerical tasks and the opportunity to improve the overall appearance of office space.
 - C. Proficiently handle office equipment; ie. photocopier, folding machine, and postage meter.
 - D. Keep a record of attendance, sermon history, and membership data up-to-date in Fellowship One and other internal systems for Sanctuary Worship.
 - E. Joint responsibility for the effective management of the Baptism Process, encompassing all stages from request to the event day.
 - F. Partner in the preparation of funeral bulletins and ensure accurate records for the All Saints Day presentation.

- III. Weekly Worship and Special Event Support
 - A. Maintain and edit the Master Calendar to ensure accurate representation of Sanctuary Worship events and adherence to established communication and facility protocols, while also resolving conflicts with Master Calendar Administrators.
 - B. Oversee and purchase worship and communion supplies inventory and assists with items such as Easter Lilies, Poinsettias, Palm Fronds, Ashes, Candlelight candles, etc.
 - C. Coordinate and provide onsite support for special events and special services.
 - D. Ensure weekly worship needs are met on an assigned schedule with the Connections Team allowing for immediate response to emergencies and other concerns.
- IV. Purchasing and Accounts Payable
 - A. Promptly enter assigned departments receipts and invoices into the accounting system.
 - B. Handle purchasing for assigned departments according to established procedures.

Qualifications

- I. Knowledge
 - A. Microsoft Office programs and Google Suite
 - B. Customer service principles to handle inquiries and provide assistance to staff, members and visitors
 - C. The importance of handling sensitive information and maintaining strict confidentiality
- 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
- 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 as an Administrative Assistant, Office Manager 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 office supplies, small 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.

Equal Opportunity Commitment/Americans with Disabilities Act

Christ Lincoln is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

Christ Lincoln will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is Christ Lincoln's policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such an individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with Christ Lincoln's Non-Discrimination Policy, Christ Lincoln will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.

Employee Name (Printed)

Employee Signature

Date

Supervisor Signature

Date