

COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
Service Programming Coordinator	Worship Experiences (WE)	Central Worship Pastor
Employment Status	FLSA Status	Effective Date
☐ Temporary ☒ Full-Time ☐ Part-Time	☒ Non-Exempt ☐ Exempt	10.2026 / cb

WHO WE ARE

We are guided by our fundamental values, our CORE4, which define our culture, but it's our mission that drives everything we do: to **LEAD OTHERS TO A LIFE-CHANGING RELATIONSHIP WITH JESUS.**

- Roof Wrecker (RW): Willing to go above and beyond to help others connect with Jesus.
- Game Changer (GC): Committed to doing whatever it takes to advance the Kingdom.
- Ephesians 4 (E4): Focused on raising others up to fulfill their potential and contribute.
- We Over Me (W/M): Prioritizing the good of the team over personal gain.

POSITION SUMMARY

The Service Programming Coordinator supports the planning and communication of weekly services and oversees the Service Dashboard. This role brings together Communications, Worship, and ministry teams to prepare scripts and visuals, align service elements with campaign messaging, and keep planning tools and content libraries up to date. It also helps teams across campuses stay coordinated and on schedule from series launch through closeout.

ESSENTIAL DUTIES & RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- **Service Planning Coordination (GC, E4):** Manage and coordinate all communication elements for weekly services, including oversight of host scripts, announcement slides, call-to-action moments and in-service promotional segments. .
- **Cross Ministry Liaison (RW, W/M):** Serve as the primary point of contact between Communications and Worship teams and other ministries to ensure all in-room and online service elements are fully aligned with current campaign messaging.
- **Workflow & Asset Management (GC, W/M):** Maintain service planning tools (such as Planning Center) and manage the organization of templates, scripts, worship deliverables and content libraries to ensure accessibility for all campuses.
- **Project Prioritization & Accountability (E4):** Monitor deadlines and deliverables throughout the weekly service cycle, proactively identifying gaps and ensuring the team stays on schedule from series launch through closeout.
- **Dashboard Oversight (E4, W/M):** Manage the Service Dashboard to track progress, ensure clear communication of planning elements and facilitate team alignment across the service planning lifecycle.
- **Additional Responsibilities (W/M, GC, E4):** Perform other duties as assigned that support the overall vision of the Central team and the mission of the church.

COMMITMENT TO CHRIST and CCC

- Demonstrates a personal relationship with Jesus Christ and actively engages in spiritual growth.
- Participates in regular accountability with a designated staff partner or approved individual.
- Adheres to the Mission, Vision, Core Values, Philosophy of Ministry, and Statement of Faith of CCC.
- Supports and upholds the policies and procedures outlined in the CCC Employee Handbook.

TEAMWORK and PROFESSIONALISM

- Embraces a collaborative team mindset and actively contributes to the objectives of the Vision & Strategy Team (VST).
- Maintains the highest standard of personal conduct and lifestyle, as outlined in the Team Assumptions.
- Demonstrates a commitment to excellence in all work, recognizing its significance.

MINIMUM QUALIFICATIONS

Education: High School Diploma required, but a Bachelor's degree from an accredited college or university is preferred. Consideration will be given to candidates with experience and demonstrated proficiency in project coordination and communications.

Experience: A minimum of one (1) year of experience in a ministry-related field and knowledge of Service Dashboard and Planning Center is preferred.

Knowledge, Skills, and Gifts:

- **Character and Service:** Demonstrates humility, integrity, and a genuine commitment to serving others. Treats people with respect and empathy, reflecting Christ-like values and the church's mission. Handles sensitive information with discretion.
- **Organizational & Administrative Proficiency:** Exceptional ability to manage complex schedules, track multiple project deadlines, and organize digital content libraries, with proficiency in tools like Planning Center and Microsoft Office.
- **Strategic Communication:** Strong verbal and written communication skills, with the ability to ensure consistent messaging across platforms, ministries, and campuses. Communicates thoughtfully and adapts messaging to team needs.
- **Collaborative Relationship Building:** Builds positive relationships across diverse teams and serves as a liaison who fosters cooperation among ministries in support of Compassion's mission. Contributes to a supportive, collaborative environment, works well with direction, and shares ideas.
- **Proactive Problem-Solving:** A detail-oriented mindset with the ability to anticipate project gaps, troubleshoot workflow issues, and maintain momentum from initial planning through service closeout.

EMPLOYEE ACKNOWLEDGEMENT

I understand and acknowledge that my employment with Compassion Christian Church is "at-will," meaning it can be terminated by either party at any time, with or without reason, and with or without notice. This job description, along with any other provided documents, does not constitute an employment contract or guarantee of continued employment.

I have read and understand the contents of this job description. I understand that it may be subject to change and does not alter my "at-will" employment status.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____