

Primary Responsibilities

Volunteer Coordination

- Coordinate assimilation process for new volunteers from initial touchpoint through role specific training and support (*in coordination with Volunteer Team Leads/Hosts*).
- Schedule all Sunday morning volunteers, including facilities, hosts, greeters, service readers, sound, tech and worship leaders and band using Breeze and/or Planning Center.

Tech Team Coordination

- Prepare weekly worship presentation (songs set, scripture and quotes) using Pro Presenter in coordination with the scheduled worship leader, the scheduled pastor and Communication Director.
- Help build and organize a team of audio/production volunteers, developing a Production Team Lead
- Provide specific training on professional equipment/software on an ongoing basis including Pro Presenter, switcher and soundboard (in conjunction with sound professional).
- Make weekly adjustments to the stage set up as needed for worship team

Worship Team Coordination

- Help plan and develop worship set elements, including songs, liturgical readings, and benedictions (*in coordination with the Lead Pastor and individual worship leaders*)
- As able, lead worship on a rotation at least 1 time every 6 weeks. *Consistent worship participation is strongly encouraged.*
- Help plan, organize, and attend weekly worship meetings *in coordination with the Lead Pastor.*

Staff Teaming

- Actively participate in bi-weekly staff meetings as a co-guardian of the RCC mission. Attend annual Staff Team retreat.