



Worship Administrative Coordinator

Do you have a heart for ensuring all the details are in place for worship at St. John? Do you love using the computer? Do you love collaborating as part of a group? Do you have an authentic and active relationship with Jesus Christ?

Overview:

This position is responsible for providing coordination and administrative support for the Worship team in a professional environment.

Key Attributes:

- **Organizer.** Possess strong attention to detail and ability to keep projects on time.
- **Motivated.** Have ability to prioritize tasks in a fast paced, high expectation environment.
- **Positive.** Enjoy new challenges and be able to work with a variety of personalities.
- **Creative.** Be able to find solutions to various problems.
- **Knowledge.** Must have an understanding of Mac and PC with an aptitude to learn ProPresenter and Planning Center.
- **Loves Jesus.** Have a strong spiritual commitment and understands the culture of St. John Church and willingness to become a member.

Hours:

Part time position working 26 - 28 hours a week with typical working days Monday – Wednesday from 8:00am – 3:00pm & Friday 8:00am - 4:00pm with ability to occasionally work longer hours.

To Apply:

Interested candidates should submit a resume and answer the following questions in a cover letter:

- Why do you want to work for St. John Church?
- How does your work experience fit with this position?

Send to tdunn@stjstl.net or by mail St. John Church, Attention: Tracy Dunn, 15800 Manchester Road, Ellisville, MO 63011. To learn more about our organization visit our website at www.stjstl.net.

Job Responsibilities:

- Manage and coordinate for Worship all administration functions including project management, professional meeting minutes, ordering supplies, monthly metrics, and scheduling instrument tuning.
- Utilize ProPresenter software to create slides to be displayed in worship services including the song lyrics, sermon bullet points and other worship elements.
- Will work in collaboration with the Graphic Designers and Worship Production Team to implement all worship and sermon slides.
- Compose, facilitate and proof worship service elements using Planning Center software before printing and distributing hard copies to ministry leaders and their respective teams.
- Oversees and maintains Planning Center & Shelby databases for the department. Assists staff and key volunteers in utilizing database.
- Responsible for all licensing and reporting functions connected with use of copyrighted music, video, broadcasts, streaming, etc.