



## **JOB OPPORTUNITY SUNDAY SERVICES COORDINATOR**

### **JOB DESCRIPTION:**

This role is Sunday-focused. The Sunday Services coordinator is the executive point person for Sunday worship service(s), ensuring all serving roles are filled and 'nitty gritty details' are taken care of.

This involves equipping and working alongside service teams, ensuring servers are trained and supported, and filling last-minute roles as needed.

The Sunday service coordinator is overseen by the Ministry Coordinator and works with the Ministry Coordinator. However, the Sunday services coordinator solely oversees logistics on Sunday mornings.

During the week, the only primary responsibility for this role is scheduling Sunday servers through Planning Centre Online. Therefore, this role is expected to work 4-6 hours on a Sunday and 4-6 hours during the week (flexible).

Understanding that no area of ministry at St. Peter's Fireside stands alone, and all team members lead with a passion for the health of the overall church, the Sunday services Coordinator (as well as all staff) will be called upon to serve in other ministry capacities from time to time.

### **A SUCCESSFUL SUNDAY SERVICES COORDINATOR WILL BE:**

Relational and personable. In order to coordinate and empower a culture of service, this person must be able to connect with congregants, prioritize 'people over task,' listen well to concerns, and winsomely invite people into serving.

A problem solver. This person must be ready to think creatively on their feet and maintain a 'non-anxious presence' when faced with unexpected challenges.

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Type of Position: Contract (10 hours/week)

This position begins January 1, 2022 and lasts through December 31, 2022

Reports to: Ministry Coordinator

To apply, please send your resumé to [pgordon@stpf.ca](mailto:pgordon@stpf.ca).