



# BETHANY

PRESBYTERIAN CHURCH

## Online Worship Coordinator Job Description

**Purpose:** The Online Worship Coordinator works with the Transitional Director of Worship, A/V Engineers, and other worship staff to enable smooth online facilitation of Sunday worship services. This person also assists the Communications & Systems Director with worship-related web updates and occasional tech hosting of after-worship gatherings.

**Accountability:** Reports to and is responsible to the Transitional Director of Worship for all online worship elements; relates with the Communications & Systems Director in the performance of web-related tasks and occasional tech hosting needs.

**Hours:** 8-10 hours a week (\$20/hour), including Sunday mornings and flexible hours during the weekdays

### Areas of Responsibility:

- Coordinate various audio and visual elements to effectively facilitate livestreaming of Sunday worship services in partnership with A/V engineers and other Sunday worship staff
- As “producer” of the online services, make empowered, in-the-moment decisions and adjustments as needed and debrief with worship staff
- Provide technical support for in-worship elements as needed (i.e. video projection of Godly Play stories)
- Maintain playlist for online worship prelude/postlude time
- Facilitate occasional livestreaming of after-worship gatherings (i.e. Adult Formation classes, congregational meetings, Virtual Fellowship Hall, etc.).
- Make worship-related web page updates, including posting bulletins online and updating Zoom links for after worship gatherings
- Edit and post worship recordings to media pages
- Create art and lyrics slides for Sunday worship, tying in with weekly theme/graphic elements
- Assist Communications & Systems Director with other communications-related tasks as workload allows (such as social media postings, or editing/distributing weekly E-News or Daily Devotionals)

### Qualifications:

- A personal commitment to Jesus Christ and openness to the direction of the Holy Spirit
- Excellent written and interpersonal skills to work with a diverse population
- Team player who works well with others
- Ability to think/act quickly to troubleshoot effectively in the moment

- Accuracy and attention to detail in communications and content development
- Proficiency with and/or a demonstrated ability to learn necessary software tools, including Office 365, Dropbox, ProPresenter, Zoom/YouTube live-streaming, and emerging technologies
- Program coordination experience in a volunteer-driven organization is preferred

**Relationships:** The Online Worship Coordinator relates with the Transitional Director of Worship, Communications & Systems Director, A/V Engineers, Worship Team volunteers, and Tech Team volunteers.

**Evaluation:** The Transitional Director of Worship will conduct a performance review annually. The Personnel Committee and Session will annually review the adequacy of compensation.