

*We exist to exalt Jesus Christ, become His fully devoted followers
and share His grace and truth with all people.*

**WEEKEND MINISTRY COORDINATOR
SALEM ALLIANCE CHURCH**

Department: Worship Ministries
Supervisor: Associate Pastor of Worship & Tech Ministries
Volunteers: Recruits, Directs, Supports and Encourages
Exempt Status: Non-Exempt (Full-time)
License Requirement: To be determined

GENERAL STATEMENT OF DUTIES: Consistent with the mission statement of Salem Alliance Church and under the general supervision of the Lead Pastor and the Associate Pastor of Worship & Tech Ministries oversees weekend programming, hospitality, volunteer management, and administrative support

DISTINGUISHING FEATURES OF CLASS: The Weekend Ministry Coordinator works under the leadership of the Lead Pastor and the Associate Pastor of Worship & Tech Ministries, and has significant worship service logistics and welcome center responsibilities. The Weekend Ministry Coordinator is distinguished from the higher level Associate Pastor of Worship & Tech Ministries position that has responsibility for overall coordination and leadership of worship and tech ministries for the church and supervision of the Department of Worship Ministries and from the lower level of Ministry Assistant position that provides administrative and ministry support.

CORE JOB FUNCTIONS:

1. Weekend Programming & Services

- Organize individual components of weekend services in the worship center ensuring the preaching pastor has everything he/she needs.
- Organize special elements in weekend services including communion, baptism, baby dedications, guest interviews, and more.
- Organize green room hospitality including meals for worship & tech teams
- Schedule & oversee deaf interpretation for weekend services and other special events, by request. Ensure proper compensation for individual interpreters through the RFE process.
- Prepare lobby and welcome center with materials for distribution to the congregation, including displays, advertising and registration areas.
- Prepare the green room with supplies and materials for preaching team, worship team and tech volunteers.
- Prepare technology for childcare check-in. Conduct regular maintenance checks to ensure tech is working properly and necessary supplies are in stock.

2. Volunteer Recruiting, Training, & Oversight

- Manage worship center, lobby & welcome center teams, including vision casting, recruiting, training, team care, communication and coordination.
- Manage schedules for lobby hosts, ushers & greeters, and welcome center volunteers.
- Manage volunteer schedules for green room hospitality (worship team meals).
- Ensure green room hospitality volunteers are reimbursed in a timely manner.
- Provide annual training on emergency procedures and evacuations with lobby hosts, ushers and welcome center volunteers.
- Recruit new volunteers for lobby, welcome center and green room hospitality teams.
- Establish a team of volunteers for quarterly Bring & Share events for Saturday night service and Newcomer Connects events for Sunday mornings.
- Recognize volunteers for their contribution through appreciation events or small tokens throughout the year.

3. Liaison & Network Among Staff Teams

- Attend preaching team and weekly tech rehearsal as liaison to coordinate all components in the green room, worship center, lobby and in the welcome center.
- Collaborate with appropriate departmental leaders for special services including Good Friday/Easter, Advent, Pentecost and Thanksgiving. Ensure logistical needs for services are identified and communicated as appropriate.
- Communicate with facilities team and parking volunteers as needed.
- Act as primary contact inside the facility in case of emergency, allowing Director of Operations to serve as liaison with outside agencies (first responders, etc).

4. Connect First Time Guests & Newcomers

- Model and promote the importance of welcoming and caring for first time guests and newcomers to Salem Alliance, helping them navigate campus and explore ministries appropriate to their needs.
- Ensure lobby team and welcome center volunteers promote a spirit of hospitality and welcome to newcomers, including training in using translation software or artificial intelligence to communicate effectively with non-English speakers.
- Collaborate with other departments to offer quarterly Bring & Share events on Saturday evenings and Newcomer Comments events on Sunday mornings.
- Manage and organize systems to track and report first-time guest follow-up.

5. Leadership in Administrative Support

- Provide administrative support in scheduling and communication for the Worship Leader.
- Ensure technology components for volunteer recruiting and scheduling (Planning Center) are maintained, updated, and licenses are renewed in a timely manner.
- Ensure technology components for childcare check in, both hardware and software are maintained and updated regularly. Troubleshoot as necessary.
- Collaborate with other ministry departments in reserving and scheduling campus spaces in ESpace as required for weekend programming or special services.

ESSENTIAL JOB FUNCTIONS

1. Models for the staff and church family the life of a fully-engaged “partner” at Salem Alliance Church (e.g., completed the partnership process in a timely manner, regular attendance at weekend worship, regular financial giver, volunteers in other ministry areas).
2. Effectively tends to his/her soul and actively pursues personal spiritual growth and development through spiritual disciplines (e.g., prayer, Bible reading/study, soul care, spiritual relationships, church attendance).
3. Consistently implements “weekend ministry” schedule including Saturday evenings, Sunday mornings, holidays (Christmas/Easter) and rhythm of days off and rest.
4. Consistently attends and participates in assigned meetings and events (e.g., weekly staff meetings, biennial staff retreats and team meetings).
5. Work collaboratively with pastors, worship leaders, technicians, office support staff, and volunteers.
6. Adheres to Salem Alliance Staff Culture & Values.
7. Bilingual preferred.

MINIMUM POSITION REQUIREMENTS: Associates or Bachelor’s degree preferred; a minimum of two years in a full-time ministry or experience in related field; or the equivalent education and experience that provide the following knowledge and abilities:

Other Requirements:

1. Regular attendance at worship services of Salem Alliance.
2. Agreement with, adherence to and representation of the vision, values and doctrinal statement of Salem Alliance.
3. To become a member of Salem Alliance within three months of employment.
4. Must pass a background check conducted by Salem Alliance.
5. Must maintain a safe driving record and possess a valid driver’s license and be able to obtain an Oregon license within three months of hire.

PHYSICAL, EMOTIONAL & MENTAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee must possess: mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings and events at various sites, strength to lift and carry materials weighing up to 20 pounds, arrange furniture and equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone. While performing this job, the employee is regularly required to sit at a desk or in meetings for several hours at a time, to stand, walk, use hands, reach with hands and arms, stoop, kneel, crouch or crawl. The employee must have the physical stamina to work flexible hours including evenings, weekends and holidays.

While performing the duties of this job, the employee must be mentally alert and must possess the ability to: multi-task and maintain concentration in spite of frequent interruptions, accommodate flexible working hours that may include evening, weekend or holiday services/meetings, make presentations before groups, and coordinate, communicate and cooperate with many staff, numbers of church attendees and volunteers.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works indoors and is required to use standard office equipment. Several times each week, the employee may work in meeting rooms. The employee may need to walk up to two blocks to various locations on the church campus. The employee may climb ladders or use step stools to retrieve and store materials.