



POSITION: Weekend Services Coordinator - Upper Arlington Campus

REPORTS TO: Pastor of Weekend Services or Director of Music

PURPOSE STATEMENT: To help people live Jesus-centered lives by ensuring consistent quality of weekend service execution and volunteer team culture at the local campus level.

EMPLOYMENT STATUS & HOURLY REQUIREMENTS: Part-time, 15 hours, Sunday-Thursday

POSITION RESPONSIBILITIES

- Recruit volunteers for production and music teams at the Upper Arlington Campus
- Work with WST staff for auditioning, onboarding, and training
- Develop and coach volunteers in cooperation with the WST staff
- Prepare and execute all aspects of Weekend Services on Sundays
- Collaborate with Production Director for vision and execution of leading production volunteers
- Own ministry production support for campus-specific events at Upper Arlington
- Lead from the stage 3 out of 4 times a month
- Shepherd and lead music and production volunteers in cooperation with WST staff
- Keep spaces clean and instruments/systems maintained
- Review each weekend service and provide feedback to band/production teams and connect to development opportunities
- Represent the weekend services team in campus staff meetings and in collaboration with campus-specific events
- Assist with overall departmental needs and special projects as needed
- Other duties as assigned

REQUIREMENTS AND QUALIFICATIONS

- Passion for a local church focused on reaching a local community
- Honors and models the Staff Code values of Hungry, Healthy and Humble and teaches/coaches others to do the same
- Loves Jesus, submits to the truth of the Bible, lives with integrity, and strives for Jesus-centered living
- Commitment to the Statement of Faith of Grace Fellowship through partnership
- Ability to work 47 out of 51 Sundays at your campus
- Grace All-Staff meetings are optional; but encouraged when available (2 Tuesdays a month at 10:30am)
- Previous experience in production and music is suggested