

Jubilee! Sunday Coordinator position

Term of Service:

Starting Nov. 15 and continuing through mid-February, with the possibility of extension.

Role:

Serve as the coordinator of the Jubilee! Sunday celebrations each week by:

1. Developing a theme for the quarter with sub-themes for each week (may work with ministry team on this)
2. Creating a spreadsheet to keep track of themes, gifts, speakers, and music
3. Securing a guest speaker (or connecting with already secured) for each Sunday at least 3 weeks in advance
4. Securing a band leader (or connecting with already secured) and band for each Sunday at least 3 weeks in advance
5. Creating a bulletin on Monday of each week with music, readings, and leadership roles
6. Leading a weekly Sunday team meeting on Tuesday of each week to coordinate all of the pieces
7. Working with AV staff and Communications Manager to make sure they have all they need to create a print and online bulletin, PP slides for the Jubitron and slides for the online celebration
8. Working with the Arts Team to make sure an altar appropriate to the season is in place
9. Working with Greeters to make sure the Sunday space is ready for people when they begin arriving around 9:30
10. Creating expense requests for the bookkeeper to pay the band members
11. Providing a welcoming presence by participating as liturgy leader in the Celebration each Sunday to maintain a sense of continuity during this transitional period

Job Requirements:

1. Familiarity with Jubilee's Celebrations
2. Comfort working independently
3. Proven ability to work with teams and coordinate with multiple people on projects
4. Expertise in public speaking and leading ceremony
5. Joy in sharing faith publicly

Pay:

\$200/week + \$200 Christmas Eve

Apply:

To apply for this position, please send a letter explaining your interest, a resume and references to viceboardchair@jubileecommunity.org. Open until filled.

Jubilee! is an Equal Opportunity Employer