

JOB DESCRIPTION

POSITION: Sunday Operations Coordinator — Lincoln Square

FLSA STATUS: Exempt

BAND: 5

DEPARTMENT: Lincoln Square Congregation

REPORTS TO: Hospitality and Volunteer Manager

DATE: February 1, 2018

HOURS WORKED: Part-time, 10-12 hours per week (must be available to work on Sundays 7:45a.m. - 1p.m.)

POSITION SUMMARY:

The Redeemer Lincoln Square Sunday Operations Coordinator will coordinate and oversee worship service(s) each Sunday, as well as manage the part-time Sunday Operations Crews.

JOB DESCRIPTION:

1. Sunday Service Operations — 50% (5 hrs/week on Sundays)

- Manage Sunday Operation Crews (part-time employees)
 - Build and maintain strong relationships to equip and encourage Sunday operations staff
 - Pray weekly for Sunday service and part-time operations team.
 - Hire and train new members of the Sunday operations crew and help to assimilate them onto the Sunday team.
 - Manage all personnel related items including HR related items.
- Identify new and improved opportunities to continue increasing the quality and efficiency of Sunday services, and Sunday operations.
- Troubleshoot problems that arise on Sundays before, during and after service.
- Monitor worship service attendance, and collect and count Sunday offering.
- Schedule and coordinate operations for special worship events surrounding Holy Week, Christmas and other holidays
- Function as a liaison between LSQ and NY Society for Ethical Culture and YMCA staff on Sundays.

2. Administrative — 50% (5 hrs/week)

- Create ops crew work schedules and coordinate operations flows and logistics for all Sunday services, including special worship events surrounding Holy Week, Christmas and other holidays.
- Manage operations crew timesheets and submit payroll.
- Maintain adequate supply of everything necessary for Sundays (communion cups, grape juice, coffee cups, etc.) and order more when needed. Facilitate ordering of musician equipment when needed.
- Must attend Monday staff meeting.

QUALIFICATIONS:

This job is a combination of tactical and relational tasks. Must be a team leader with a ministry mindset; must have event operations experience; must demonstrate a high level of commitment and dependability; must

demonstrate high emotional maturity and a pleasant and professional attitude; must be a highly proficient administrator who is detail-oriented; must be available on Sundays; Needs to embrace Redeemer's vision and have a gospel-oriented heart for New York City.