

Job Description

Eastside Church

A Foursquare Fellowship

**Service Coordinator**

# Position Summary

*Our Mission at Eastside Church is to make disciples who love Christ, build Community, and influence the Culture with the leading of Holy Spirit. The ideal candidate brings a background in technology/production ministries and church leadership roles. The role of an effective Service Coordinator is to engage the church through the production of our services/events and to make disciples. This individual will oversee Eastside’s media and sound teams, lead service production meetings and pre-service huddles, communicate with the service host, oversee the sanctuary and outdoor venues, and coordinate large scale in house and outside events. He or she will work under the Associate Pastor to translate Eastside’s theological vision in a creative and welcoming way.*

## Major Duties

Media and Sound Teams

* Train, recruit and oversee sound team and media team alongside Worship Leader/Pastor
* Coordinate with Worship Leader/Pastor to include media and sound teams in events and trainings with worship team

Sunday Services

* Oversee Service Production

 ○ Unlock and open and then lock and close the church for each Sunday Service

 ○ Train, recruit, and equip Service Hosts

 ○ Develop/produce announcements (this includes announcement graphics)

* Serve as the worship leader’s backup (If applicable)
* Assist sound and media tech as needed

Sanctuary Oversight

* Oversee sound booth, lighting, chairs, stage, backstage, media computers
* Make sure all seat pockets are filled and are organized
* Make sure all tissue boxes are in order and stocked
* Make sure anointing oil vials are filled and accessible
* All parts of Service set-up
* Filling and preparing the baptismal prior to baptism services

Outdoor Service Oversight (when applicable)

* Oversee set up of sound system including moving speakers and sound equipment into place
* Make sure all components for live stream are set up and operable
* Make sure pop up tents and rugs for worship team are set up prior to their call time
* Oversee sound team and live stream team during service to assure best possible quality for those in attendance as well as the online campus
* Assist with tear down and organization of all components.

 Media

* Oversee all visuals displayed on the TV and sanctuary screens
* Oversee sound systems, have a basic working knowledge
* Oversee live stream components and software

**This list of tasks is not all inclusive. Other tasks might be required and/or could be added as needed.** As time and giftings of this director allow, more ministries may be added.

## Knowledge and Skills

* Administration, leadership experience or education
* Experience training and equipping teams
* Office computer skills (Microsoft Office or Google)
* Working knowledge of Pro Presenter 6, Planning Center, and OBS Studio
* General knowledge of sound systems
* Essential duties include frequent moving of equipment, chairs, etc. and lifting 20+lbs. It also requires long periods of bending and squatting to plug in cables, cords, etc.

GENERAL EXPECTATIONS

1. Maintain devotional life to include tithing, prayer, study, and Sabbath rest.
2. Lead in accordance with biblical standards as seen in I Peter 5.
3. Be involved in personal discipleship, either in a small group or one on one.
4. Stay current with ministry trends by listening to recorded teaching, reading books, periodicals and attending approved conferences.
5. Attend all staff meetings and retreats, as directed.
6. Be at church for all regular worship services and, as directed, special services and meetings.
7. Maintain flexible working hours as determined by the needs of the ministry and other tasks as needed by the pastoral staff.
8. Clearly communicate, work towards the “unity of the spirit and bond of peace.” A commitment to the doctrine of moderation that says, “In essentials unity, in non-essentials liberty, in all things charity.”

This is a part-time position (approximately 14 hours per week). A competitive salary is based on education and/or experience.

**This position is open to those inside the Eastside Church Family or those who would be willing to re-locate to Prineville. If you feel that there would be any hard feelings toward the Eastside family due to not receiving this position, please do not apply.**