



CITY OF LIGHT
IGLESIA · CHURCH

Job Description

Teams Coordinator

Start Date: September 1, 2021
Reports to: Father Trevor McMaken, Rector
Work Schedule: 10 hours/week
Salary: \$16/hour

OVERVIEW

The role of the Teams Director is to build up the church through leading and pastoring Sunday morning teams to provide a warm, welcoming worship experience for everyone. These teams manage the details for setup, welcome, communion preparation and service, scripture reading, ushering, and take-down.

To find out more about City of Light, visit cityoflightanglican.org.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Recruit, train, support, and pastor Sunday team leaders who embrace the church's vision of finding a new day in Jesus, a new home in his church, and a new heart for our neighbors.
- Recruit and schedule volunteers for each team for Sundays and special services
- Oversee Sunday morning logistics and special service logistics
- Coordinate outreach to guests during the week including phone calls, emails, mail, and invitations to First Step Lunches, etc.
- Maintain CCB database for teams
- Print weekly bulletin
- Attend weekly staff meetings and meeting with supervisor
- Plan team leader events as needed

OTHER DUTIES AND RESPONSIBILITIES

- As assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Competence in leading teams and equipping team members
- Bilingual (English and Spanish) is preferred but not required
- Organizational skills
- Problem solving skills

SPECIAL CONSIDERATIONS

- Paid work hours include vacation and prayer days
- Regular hours include working on Sunday morning
- During the week, work from home options are available
- Ability to lift, push, arrange chairs, etc.

To apply, please send resume and cover letter to office@cityoflightanglican.org.