



West Valley Foursquare Church

SERVICE COORDINATOR

Purpose: To fulfill the vision of the Senior Pastor by;

- Helping the service run smoothly from start to finish.

Job Description

- Ability to work with others.
- Have organizational skills.
- Have access to a computer to print out service orders.
- Get Vision Casting items to put on the service order. Will be emailed to you. (Bring enough service orders to service coordinators meeting for all involved)
- Anything that is going to happen in the service needs to make it on the service order. (Ex. Baby dedications, special songs, videos, pre-service videos, person praying for service)
- Schedule and run service coordinators meeting (service rehearsal) with preaching Pastor, Vision Casting Pastor, Computer person and anyone else involved in the service.
- Fix any problems areas at meeting; order of service, help Pastors tie in movies, make sure main points are understandable.
- Make any changes needed to service order and reprint for Sunday AM.
- Check Pastors microphone and handheld on Sunday morning.
- Get Service Orders to all involved in service: Head Usher, Pastors, Sound Tech, Computer Tech, Person Praying for service, etc.
- Help with anything needed to run service smoothly on Sundays (candles, lighter, etc)
- Make copy of sermons on CD's at the end of each service.
- Go through checklist on Sunday, stay alert to stage and any needs of Pastor or staff.

Expectations

- **Personal**
 - A personal relationship with Jesus Christ
 - Consistent devotional time with the Lord in Bible reading and prayer
 - No unrepentant sexual sin
 - Consistent church attendance even when not serving
 - Dress Appropriately in a manner that brings honor to God
 - Tithe
- **Positional**
 - Be faithful
 - Be a servant
 - Answers to the Leader over Service Coordinators and/or the Worship Pastor
- **Time commitment**
 - Need to be able to attend Thursday evening Service Coordinator meeting at either 4, 5:30 pm or 8:30 pm on the week you are scheduled. Meeting takes about an hour.
 - Call those involved to schedule best time for everyone for the service coordinating meeting.
 - Sunday mornings: Arrive at 8:30 am.
- **Scheduling**
 - This ministry will be scheduled around your schedule as much as possible.
 - Block out dates on Palnning Center

What to do next

- Fill out Ministry Application and return to contact person

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