



JOB DESCRIPTION (updated June 20, 2021)

Worship Director

ABOUT THE POSITION:

The Worship Director is responsible for coordinating the planning and implementation of our Sunday Hybrid Worship Service, acting as primary Zoom Host, coordinating Sunday worship volunteers, and providing other program assistance as needed.

ABOUT FPC PALO ALTO:

We are a Christian church affiliated with the Presbyterian Church USA. We are a justice-seeking, LGBTQIA+ affirming, intellectually curious congregation that cares deeply about one another, the Palo Alto community, and the world. More can be found at www.fprespa.org or @FPCPaloAlto on most socials.

THE DETAILS:

This position is a local position that requires 20/hours per week including Sundays. This 12-month position is compensated at \$40 per hour. A worship laptop will be provided as well as \$25 per month to cover the use of a personal phone, internet. A professional expense account of \$50/month is provided. You will be supervised by Rev. Bruce Reyes-Chow, Pastor and Head of Staff.

HOW YOU WILL SPEND YOUR TIME WITH US:

While you will have plenty of hands to help, you will be the primary person in charge of the following areas:

- *Zoom Host:* You will be the primary Hybrid Worship Zoom host. You must have an understanding of Zoom culture and architecture. You should be able to smoothly and calmly toggle between full-screen sharing and regular view; start, add, and end multiple spotlights; and run and edit polls.
- *Worship Planning:* You will be responsible for coordinating all aspects of our worship planning including tracking worship themes and special Sundays, create the weekly Google slide deck, sending reminders to all worship leadership, and shifting from Google Sheets to Planning Center,
- *Sunday Funday:* You will be responsible for implementing the weekly vision for our Sunday Hybrid Worship Service. This includes coordinating the roles and duties of the Audio Visual Coordinator, Church Sexton, Pastor, Music Director, Liturgists, Tech Deacons, Ushers, Special Guests, etc.

COMMITMENTS AND QUALIFICATIONS:

- You find joy and meaning in event planning.
- You are committed to LGBTQIA+ affirmation, antiracism, gender equity, and general inclusion.
- You will be responsible for supervising and supporting the Audio Visual Coordinator.
- You collaborate well with staff colleagues, congregational volunteers, and community partners.
- You run with projects and take initiative, but are also willing to seek help when needed.
- You have theological grounding through congregational participation or formal education.
- You have experience using most, if not all of the following: Zoom, OBS, Google Slides and Sheets, Canva, Slack, and Planning Center; familiarity with social media platforms helpful, but not required.

HOW TO APPLY (DEADLINE JULY 2, 2021):

Send a cover letter, resume, example of social media work, and 3-4 sentence assessment of our worship service (@FPCPaloAlto on youtube) to: Director of Operations, Dr. Chyrise King, jobs@fprespa.org.