

**Bethel Community Presbyterian Church**  
**SUNDAY EVENTS COORDINATOR**  
*Position Description*

**ABOUT OUR CHURCH:**

The vision of Bethel Community Presbyterian Church is to be a faith family, centered on Jesus, and marked by God's presence and purpose in our community. We are a multigenerational, multiethnic, LGBTQIA+ affirming PC(USA) church in San Leandro, CA that currently has both local presence and digital reach. Due to about 20% of our regular attenders living outside of the East Bay, we are a "hybrid" community and host "hybrid" Sunday gatherings twice a month. We currently have around 100 people involved in the life of the church in some form.

**ROLE OVERVIEW:**

The Sunday Events coordinator will oversee all the operations and logistics of our hybrid Sunday worship gatherings, currently hosted twice a month on the 2nd and 4th Sundays of the month.

This position requires both hands-on and managerial work, with the bulk of the work being required in person on Sunday mornings, from approximately 9am-1pm in San Leandro on the 2nd and 4th Sunday of the month. Around 1-2 hours a week of preparation and communication outside of Sunday will also be required.

Coordination may also be required for occasional special events.

**TIME COMMITMENT:** ~6-8 hrs of work per hybrid service (2nd and 4th Sundays), or ~12-15 hrs/month. Consistent, in-person presence every 2nd and 4th Sundays is required for this position. Time requirement may increase if we add additional hybrid services to our schedule.

**PAY STATUS:** Hourly, non-exempt position. Pay range will begin at \$25-35/hr, and is commensurate with experience.

**CORE COMPETENCIES**

- Familiarity and alignment with the vision and goals of Bethel Community
- Able to work with minimal supervision
- Strong organizational skills and attention to detail
- Flexible, reliable, self-directed, and able to solve problems quickly
- Friendly and professional approach to working with external clients (church members, vendors, community partners, etc.)
- Team-oriented
- Strong language and communication skills
- Experience with Google Suite, Office Suite, and Zoom
- Experience with Squarespace, Mailchimp and Planning Center highly preferred
- Familiarity with technology for hybrid gatherings strongly preferred
- Comfortability working in cross-cultural and intergenerational settings

## **RELATIONSHIPS:**

- Report to co-pastors on a bi-monthly basis, during/after hybrid service weeks
- Collaborate with church ministry leaders, committees, and volunteers
- Connect and integrate with rest of church staff team in monthly meetings

## **RESPONSIBILITIES:**

### Day-of Service Coordination:

- Be present at the church from roughly 9am-1pm during hybrid worship gatherings
- First contact for any day-of emergencies related to the property (spills, bathroom issues, maintenance, etc.)
- Prepare sanctuary for worship including setting communion table and liturgical colors, printing liturgy rundowns, etc.
- Help open up the church and prepare the building as necessary (open windows, set up chairs, moving tables, set up materials, nametags, etc. )
- Partner with tech team to ensure smooth operations for hybrid technology. Provide back up support if volunteers become unavailable.
- Communicate with hospitality volunteers to oversee coffee, donuts, food, etc
- Support greeters and provide assistance to attenders
- Oversee logistics and volunteer support for community lunches that are hosted on site
- Collect connection cards, nametags after service. Input data into church systems
- Tear down materials and lock up the building after service is over
- Oversee proper disposal of all waste after Sunday gatherings

### Volunteer Management (~1-2 hrs/week)

- Recruiting, training, and maintaining volunteers related to Sunday hybrid service
- Utilizing Planning Center to establish and manage volunteer schedules
- Use Planning Center for week-of communication and coordination with scheduled volunteers
- Preparing and sending all preparatory communications for hybrid services, to all all parties involved

### Other

- Maintaining supplies and basic facilities needs related to hybrid gatherings
- Provide ongoing feedback and support to improve Sunday experience

### Special Events Support (on occasional basis)

- Provide logistical support for special events hosted on Sundays (Easter, Pentecost feast, etc.)
- Coordinate and communicate with volunteers related to special events and necessary food, decorations, programs
- Oversee set up and tear down of additional elements (photo booths, easter egg hunt, etc) on special event days
- Monitor + purchase supplies needed for special events as needed

*Posted 10/2/2023*

**FOR MORE INFO:**

Contact church personnel committee:

[openings@bethelcommunitysl.org](mailto:openings@bethelcommunitysl.org)

Bethel Community Presbyterian Church  
14235 Bancroft Ave San Leandro, CA 94578

**TO APPLY FOR THIS POSITION:**

Please submit a cover letter, resume, and 3 references to

[openings@bethelcommunitysl.org](mailto:openings@bethelcommunitysl.org)