



## Chapel Kids Worship and Tech Coordinator, SH

Vision: The Chapel Kids Worship and Tech Coordinator provides leadership, administrative, supervisory, and programmatic support for all aspects at the South Hills Campus of the Bible Chapel, focusing on Worship and Tech. The Chapel Kids Worship and Tech Coordinator will help lead the ministry in a positive, efficient, and effective manner in support of our employees, volunteers, and mission.

### General Responsibilities:

- Responsible for leading and developing the Chapel Kids' Worship and Tech Teams at the South Hills campus
- Lead Worship and Tech programming in the FLC during Sunday services
- Work closely with the Chapel Kids Directors' Team, South Hills Director of Worship Programming, and South Hills Director of Technical Arts to provide vision, organization, development, and shepherding for the Chapel Kids Elementary Worship and Tech Teams
- Select weekly worship songs for Elementary and Preschool and provide audio, PowerPoints, and/or videos to be shown on the screen to help in worship
- Provide an appropriate worship component to Two-Year-Old's and Preschool weekly programming
- Recruit, train, and shepherd the Chapel Kids Worship and Tech Teams
- Ensure that all tech equipment and materials are ready for all weekend services
- Select weekly worship songs for Elementary and Preschool and load weekly audio files, PowerPoints and/or video files to ProPresenter on all Chapel Kids computers
- Develop and implement a Preschool Tech Team
- Maintain a Worship and Tech Team schedule and Planning Center groups for volunteers
- Prepare and maintain Worship and Tech training manuals
- Prepare and maintain a budget for all Worship and Tech needs
- Provide a vision for program development and continual improvement
- Assist with any tech and worship needs for special events within Chapel Kids
- Attend monthly Chapel Kids leadership meeting
- Meet bi-weekly Chapel Kids Director or Associate Director
- Regular attendance at church services, meetings, activities, staff functions, and events as required
- Other Responsibilities: As assigned by Supervisor

Spiritual Gifts: Leadership, Administration, Shepherding

Experience: The ideal candidate would be a growing believer in Jesus Christ and in agreement with the doctrine and teaching of the Bible Chapel. The candidate should possess the gifts and skills listed above. ProPresenter knowledge is preferred but not necessary.

Time/Allocation: Part time, stipend position

**Hours:** Approximately 10-15 hours a week

Accountability: The Chapel Kids Worship Coordinator, SH is accountable to the Director of Chapel Kids, SH.

\*This Job Description is subject to change at management's discretion.