

## **Work Description for Karen Worship Coordinator Contract Position**

**Position Title:** Karen Worship Coordinator

**Hours:** anticipated up to 4 hours per week

**Rate:** \$25/hour

**Work Summary:** This individual will coordinate assigning and overseeing the various volunteer roles for the S'gaw Karen Eucharist services. This person will be required to read and speak S'gaw Karen fluently and be able to speak some English.

**Reporting and Accountability:** This individual will report to Messiah's Rector, will report to Messiah's Karen Church Core Team at its monthly meeting and will be accountable to Messiah's Vestry.

### **Contract Work Duties and Responsibilities:**

Coordinate volunteers to ensure that the various roles for each service are filled (e.g, hymn selectors, ushers, altar guild, acolytes, lector, liturgy leader, speaker, chalice bearer). Coordinate bulletin production. The bulletin consists of copies of the Karen hymns that will be sung at each service and a list of readings assigned for the week.

Guide worship volunteers during the service when the time to lead their part comes (e.g., lector, prayers of the people, processional/recessional), to ensure orderly flow of service.

Coordinate the schedule of weekly sermon interpreters for Messiah's Sunday 11:00 service.

Complete Safe Church training.

Expected hours of availability:

- On-site at Messiah for the S'gaw Karen service the first Sunday of each month.
- Calling or visiting times will need to accommodate Karen family schedules, as many of the adults work evenings, nights and/or weekends.
- As needed for reporting/connecting, attend Sunday morning services, Karen Evening Prayer on the third Sunday of month, and the monthly Karen Church Core Team meeting.

To apply please send resume and cover letter to [info@messiahepiscopal.org](mailto:info@messiahepiscopal.org)

Questions may also be sent to this email.