



ROLE: COORDINATOR FOR WORSHIP MEDIA
DIVISION: MINISTRY
DEPARTMENT: WORSHIP AND MUSIC
REPORTS TO: ASSOCIATE PRIEST FOR WORSHIP AND LITURGY

WHOM WE SEEK:

The Coordinator for Worship Media creates and produces accurate, timely print and digital resources for worship services. This role coordinates across clergy and ministry teams to support Sunday services, weddings, funerals, baptisms, seasonal observances, and other special liturgies.

DUTIES AND RESPONSIBILITIES:

- Design, prepare, and coordinate printing of weekly and special-service bulletins, funeral bulletins, wedding booklets, lector readings, clergy announcements, and baptismal certificates using Adobe InDesign, Illustrator, and Microsoft Word.
- Maintain annual print-production and service-setting schedules in Microsoft Excel.
- Prepare seasonal Prayers of the People and submit lector readings for publication on the parish website.
- Coordinate worship-media content with clergy, Worship and Liturgy, Music, Pastoral Care, Advancement, Communications, the Lector Corps, and other ministry partners.
- Verify prayer lists, lector assignments, donor recognitions, and other service details for accuracy and consistency.

QUALIFICATIONS AND CORE COMPETENCIES:

- In-depth knowledge of Episcopal liturgy and the Book of Common Prayer; understanding of worship-service structure preferred.
- Proficiency in Adobe InDesign and Illustrator, Microsoft Word, and Excel.
- Experience with Wrike or a similar project-management platform.
- Exceptional attention to detail, organization, accuracy, and time management.
- Strong collaborator who can manage deadlines and communicate effectively across multiple teams.

WE EXPECT OUR COORDINATOR FOR WORSHIP MEDIA WILL BE...

- Committed to our Core Focus: “Building Christian disciples for a transformed community”
- Aligned with our Core Values: Collaborative, Loyal, Effective, Kind, and Growth-Oriented
- Dependable, energetic, and committed to high standards of performance and ethical conduct
- Energetic, personable, and genuinely enjoys working with others
- A clear written and verbal communicator with strong interpersonal skills

SALARY AND BENEFITS:

This is a full-time, in-office position, Monday–Friday, 8:30 a.m.–4:30 p.m., with occasional evening or weekend events. Benefits include pension eligibility, medical/dental/vision coverage, vacation/sick leave, specified holidays, and paid parental leave. Compensation is competitive and commensurate with experience.

If you would like to apply, please submit a letter of interest and resume to Susan Mills, Operations Manager, Saint Michael and All Angels Episcopal Church, 8011 Douglas Ave, Dallas, TX 75225, or smills@saintmichael.org (reference “Coordinator for Worship Media” in the subject line). No phone calls, please.