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## **SW Environments Coordinator**

(15 hours/week)

**This position is part of the Environments Team at FAC who are responsible for the planning, implementing and evaluating the weekend worship service.**

### **1. Philosophy of Ministry**

#### **TEAM MINISTRY**

**The foundation for effective ministry is given in 1 Peter 5:5-14. This text outlines four responsibilities for ministry staff:**

- a. Ministry: Shepherd those who are under your care. Your relationship and commitment to people is your primary responsibility.**
- b. Management: Serve as an overseer. Your relationship and commitment to people is your primary responsibility.**
- c. Modelling: Be an example to those under your care and your credibility. Model a commitment to the vision, values and mission of First Alliance Church. Support the church as a participating member.**
- d. Motive: Not greedy or motivated from compulsion, eager to serve with the right attitude and for the right reasons.**

#### **FIRST ALLIANCE CHURCH OBJECTIVES**

**Ministry staff is committed to building lives that honour God – All for Jesus. To accomplish this purpose, ministry activities are focused on our five biblically-based Life Marks aimed to build lives that:**

- a. CONNECT: We will create environments where connection to Christ and His body are natural, intentional and authentic.**
- b. SERVE: We will create environments and provide opportunities for each person to discover and use their God-given abilities for His glory.**
- c. GROW: We will create contagious environments where growing into Christ-likeness is natural, normal and expected.**
- d. SHARE: We will create environments and provide opportunities where sharing the love of Christ is natural and normal both locally and around the world. We will willingly share our resources, experiences and giftedness to train and encourage people whose intent is sharing the love of God.**

#### **PRIMARY TASK**

**The primary task of a ministry staff person is to help meet the goals of the church by recruiting, equipping and assisting lay leaders to develop and implement effective church ministries within a relational environment.**

### **2. Position Purpose & Responsibilities**



To contribute to First Alliance Church overall vision and mission fulfilment by developing and implementing ministry and strategies for your scope of responsibilities. The specific areas for which you will be held responsible and accountable are defined as:

#### **All Staff**

- Ownership of staff covenant
- Participate in all staff meetings, retreats, training and global events
- Maintain a lifestyle consistent with biblical standards for Christian behaviour
- Attend our weekend worship services
- Evaluate effectiveness of processes and programming in ministry area
- Ensure maintenance of accurate statistical records for ministry area activity

#### **Role Specifics:**

- Coordinate weekend elements with design team and communicate with all staff and volunteers participating in the service.
- Prepare and upload all screens, message, lyrics, scripture and motion graphic to support service
- Lead production of the Sunday rehearsal and service
- Create set and stage lighting scheme conducive to motion graphics and limited lighting abilities at SW
- Check with campus pastor for any unique to SW announcements or focus items
- Recruit, schedule, train and mentor volunteers, hosts, and other tech team members
- Other support to weekend services as needed to coordinate with Deerfoot Campus Environments Coordinator

#### **Skills:**

- Excellent communication skills, high capacity, positive attitude.
- Attention to detail, organization, project management.
- Proficient at creative communication technologies.
- Basic knowledge or some experience with software and programs such as or similar to; ProPresenter (presentation software), Planning Center (online service planning tool).
- Awareness and interest in current cultural creative trends (music, video, production).
- Experience in any of the following; marketing, theater production, event planning and coordinating not necessary, but an asset.
- Any additional arts and creative experience an asset.

#### **3. Breakdown of position:**

40% administrative  
40% Weekend service production  
20% meetings



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**4. Accountability**

Accountable to SW Campus Pastor

Training and support from Environments Team