



Bulletin and Service Folder Coordinator

Job Description

Details: Part-time, 24–30 hours per week; hours may fluctuate throughout the year

Accountable to: Church Office Manager

Purpose:

To serve the church by providing clerical, publication, and worship support to pastors, staff, and ministry teams.

Primary Duties and Responsibilities:

- Prepare printed and digital weekly service folders, including special services by coordinating with pastors, the Director of Music Ministries, Director of Worship Arts, organists, and media staff.
- Prepare and proofread slides for worship services at the Sanctuary and other special services.
- Prepare the weekly bulletin in conjunction with the Director of Communications.
- Work with copy room volunteers to ensure worship materials are prepared in a timely manner.
- Provide backup support for the receptionist when needed.
- Assist with printing materials for various ministries.
- Cooperate with the Administrative Assistant to the Pastors and the Office Manager by performing other duties as assigned.

Skills Required

- Experience with Microsoft Office
- Ability and willingness to learn new software programs and digital tools
- Strong attention to detail, especially in proofreading and formatting
- Ability to meet weekly deadlines and manage recurring publication timelines
- Basic understanding of desktop publishing, layout, and printed materials
- Strong communication and organizational skills

Updated May 20, 2026