

# Grace United Methodist Church Naperville

**Position:** Audio Visual & Worship Graphics Coordinator

**Reports to:** Associate Pastor

**Status:** Part-time, hourly

**Location:** Hybrid

**Hours:** Approximately 10-12 hours per week.

**Schedule:** Sunday mornings onsite at 7:00AM to Noon. Other hours may be completed offsite. Additional availability required for special services and events, including funerals, weddings, concerts, and seasonal church events.

**Compensation:** \$25 per hour



## Position Summary

Grace United Methodist Church is seeking a creative and technically skilled Audio Visual & Worship Graphics Coordinator to support our weekly worship services and special events. This part-time role is essential to creating a meaningful and engaging worship experience through audio, video, livestreaming, and visual media. The position combines on-site Sunday support with flexible weekday hours for preparation and graphic design.

## Key Responsibilities

- Worship & Audio/Visual Support
- Set up, operate, and troubleshoot audio, video, and projection systems for worship services
- Record and livestream worship services
- Manage microphones, sound levels, and visual presentation during services
- Ensure consistent quality and smooth technical execution for in-person and online worship
- Graphic Design & Media
- Create weekly worship graphics (slides, sermon visuals, lyrics)
- Design visuals for special services, church seasons, and events
- Maintain visual consistency with church branding and worship themes
- Special Events Support
- Provide A/V and visual support for funerals, weddings, and special services
- Coordinate with pastors and staff to meet technical needs for events
- Other duties as assigned

## Qualifications & Skills

- Experience with audio/visual systems, livestreaming, and recording equipment
- Familiarity with livestream platforms (YouTube, Facebook, etc.)
- Graphic design experience (e.g., ProPresenter, Canva, Adobe Creative Suite, or similar tools)
- Comfortable working in a worship and church environment
- Basic video editing skills
- Strong attention to detail and ability to troubleshoot under pressure
- Reliable, punctual, and able to work independently
- Good communication and collaboration skills

## How to Apply

Interested candidates should submit a cover letter, resume, and examples of relevant experience or design work (if available) to Patti Cash at [patti.cash@peopleofgrace.org](mailto:patti.cash@peopleofgrace.org).