

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.