



Elim Lutheran Church

504 Baker Street • Petaluma, CA 94952
Office: (707) 762-4081



www.elimpetaluma.org

Elim Lutheran Church Worship Clerk

Reports To: Elim Lutheran Congregation President and the Pastor

Description of Position:

The Worship Clerk for Elim Lutheran Church creates and publishes the weekly worship bulletins that contain the order of the service, using materials from various sources. They also do other work pertaining to the worship services, as listed below. We expect the job to be 3-4 days a week, 12-15 hours per week.

Responsibilities:

- Prepares the weekly bulletins (one or two different services each week), using information from the music director and the pastor and various music, lectionary, and clipart websites.
- Keeps music license and copyright submissions up to date.
- Prepares documents for the broadcasting team for live stream presentations of services.
- Prepares special bulletins (memorial services, etc.), as needed.
- Maintains the worship sections of the website weekly.
- Maintains a spreadsheet of music used for worship.
- Creates worship planning sheets.
- Prepares a monthly outline of readings for the Tuesday Night Bible Study group.
- Attends three meetings weekly or biweekly: Office Staff, Worship Planning, and Online Worship Meetings.
- Collaborates with other office staff and takes on additional tasks as needed. (For example, proofreading publications or answering the phone when the office manager is unavailable.)

Requirements:

- The ideal candidate will have current computer skills, including MS Word and Excel proficiency, and a willingness to learn MS Publisher.
- Knowledge of Weebly or similar website development apps is also a plus.
- Familiarity with Lutheran or other Protestant worship services.
- Note: All employees hired after Jan 1, 2022, will need to show proof of full Covid-19 vaccination.

How to Apply:

Please visit the jobs page on our website (www.elimpetaluma.org/jobs) and fill out an application.

Elim Lutheran Church is an equal opportunity employer. We do not discriminate on the basis of race, color, gender, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, and any other criterion prohibited by law.



Evangelical Lutheran Church in America

God's work. Our hands.