



Position Title: General Assembly Worship Coordinator
Collaboration Groups: General Assembly and Conference Services, IT and Production Staff, GA Music Coordinator, Worship Leaders
Reports To: General Assembly and Conference Services Director
Posting Date: October 20, 2021

Basic Purpose: The General Assembly Worship Coordinator (“GAWC”) is an administrative role supporting GA worship leaders with preparation for worship at GA. This includes communicating and managing completion of all production, accessibility and inclusion, and music-related guidelines. The GAWC will work closely with the General Assembly Music Coordinator and GA Production Manager. The GAWC will be experienced in promoting high standards, best practices, cultural sensitivity, and cooperation among collaborating teams. In this case, the teams include ministers, worship leaders, musicians, production, and volunteers.

The GAWC is a contract position beginning in January 2022 and continuing through the conclusion of General Assembly 2022. GA 2022 will be a multi-platform event, with the in-person stage in Portland, Oregon from June 22-26, 2022. The majority of the GAWC’s work will be done in the months leading up to GA.

It is preferable that the GAWC have attended a previous GA, particularly as a worship leader or worship arts volunteer. This is important because of the attention and subsequent pressure of meeting the expectations of all involved with worship offered during this international event.

Responsibilities of the GAWC:

The GAWC convenes meetings of worship leaders to review guidelines and expectations, offer support and resources, and ensure that information conveyed is timely, consistent, and accurate. The GAWC manages a Slack channel for shared communication between worship leaders, GACS, GA Production Manager, and the GA Music Coordinator. Additionally, the GAWC support worship leaders, as needed, with ensuring that the worship presented during GA is diverse and culturally appropriate. The GAWC also facilitates the transfer of scripts from worship leaders to the WAT/Inclusivity Review Team and GA Production Manager by the deadlines provided. The GAWC models best practices of collaborative ministry by attending production meetings as well as meetings of individual worship groups, as needed. The GAWC ensures that videos are submitted for captioning per the guidelines set forth by the production team. The GAWC supports worship leaders as a liaison to others who can assist with troubleshooting and/or tech support, as needed. This includes supporting the GA Production Manager in communicating best practices for audio and video for both in-person and pre-recorded worship content.

The GAWC will work with the GACS Director to manage the budget for Worship and Celebration, including tracking expenses, and ensuring that worship leaders provide the necessary documentation for payment.

The GAWC will register for GA 2022 during the early registration period. The GAWC will be present and available for pre-GA virtual meetings and also during GA.

The GAWC agrees to prepare a final written report on GA2022, including what worked well and recommendations for improvements. This report will be submitted to the GACS Director by email no later than the Friday following GA.

The GAWC agrees to submit all check requests no later than the Friday following GA. The UUA fiscal year ends on June 30th and expenses submitted after that date may be ineligible for reimbursement.

Benefits and Financial Support for the GAWC:

The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston's waterfront Fort Point District with offices in Washington, DC and at the United Nations in New York City. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice. We rely heavily on voluntary assistance to produce General Assembly.

Simultaneously, we seek to honor the work of our National Volunteers by offsetting certain expenses and providing financial support for the time and effort required to produce a successful General Assembly.

For this role, the following financial support is available:

Complimentary Virtual General Assembly Registration – up to \$275

Consultancy and satisfactory performance of the duties assigned herein – \$1,500. This is taxable income reported via form 1099 and you are responsible for tax reporting and payment.

There is no additional compensation for this position. If less money is requested than offered herein, the difference shall be used to offset other music, worship, and celebration expenses.

This agreement may be cancelled with 30 days written notice by either party with no additional financial support due.

CONTACT

Please submit a cover letter and resume to:

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Unitarian Universalist Association

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