



CITY OF LIGHT
IGLESIA · CHURCH

Job Description

Sunday Teams Coordinator

Start Date: January, 2025

Reports to: Father Trevor McMaken, Rector

Work Schedule: 5-8 hours/week

Role: To equip Sunday ministry team members for serving one another and welcoming guests.

Skills: This person will possess warm and encouraging interpersonal skills, demonstrate a high level of responsibility, a love for supporting others through attention to detail and process, and the ability to invite others into deeper levels of serving and leadership.

City of Light is an Anglican Church in Aurora, IL worshiping bilingually in English and Spanish. We were planted in 2015 out of Church of the Resurrection, Wheaton and are called to be a family of neighbors, nations, and generations finding a new day in Jesus. To find out more, visit cityoflightaurora.org.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Sunday Teams

- Recruit, equip, schedule, and shepherd team leaders and teams for worship gatherings: setup, welcome, scripture, & communion
- Assist in arranging rental logistics with Sunday worship space at Hill Elementary.
- Oversee the deposit of weekly Sunday giving.
- Ensure Sunday supplies kept at 369 Ministry Space remain organized

Knowledge, Skills and Abilities

- Bilingual (English and Spanish) preferred
- Warm Interpersonal skills
- Team building and leading experience
- Administrative leadership

Special Considerations

- Paid work hours include vacation and prayer days
- Regular hours include working on Sunday morning; during the week work from home options are available
- Ability to perform light lifting, arranging chairs, transporting supplies, etc.
- Excited to become a member of our church community

To apply, please send resume and cover letter to trevor@cityoflightanglican.org.