

Church Online Live Chat Administrator

Ministry Purpose

The Church Online Live Chat Administrator helps ensure that every person who worships with us online feels seen, welcomed, and connected. Through thoughtful conversation and digital hospitality, this person helps extend the care and community of the church beyond the walls of the building.

Position Overview

The Church Online Live Chat Administrator welcomes and engages online worshipers during the 10:00 a.m. Facebook premiere. This person also monitors comments on the YouTube Church Online video podcast and shares questions, prayer requests, or care needs with the appropriate church staff.

This work can be performed using a smartphone or tablet. A computer is not required.

Primary Responsibilities

- Moderate the live chat of the 10:00 a.m. Facebook premiere of the Church Online worship service each Sunday.
- Welcome online worshipers, encourage participation, and respond warmly to comments and questions.
- Monitor the chat and remove spam, inappropriate comments, or disruptive content when necessary.
- Confirm that the Facebook premiere begins as scheduled. If it does not, copy the YouTube link and post it on Facebook, directing viewers to watch the service there.
- Check the Church Online video on YouTube for new comments and respond in a and helpful manner.
- Share prayer requests, care concerns, and questions requiring follow-up with the appropriate pastor or staff member.
- Help online worshipers find ways to connect with church events, ministries, small groups, and opportunities to serve.

Time Commitment

Approximately one hour each Sunday morning.

APPLY: Please email a brief note about your interest to: peteria.cochranroutt@wblumc.org