



AUBURN GRACE
Community Church

Dear Applicant:

Thank you for your interest in our Worship Arts Administrative Assistant position. We are excited to see who the Lord brings here to work on our staff. Auburn Grace Community Church is a wonderful congregation who loves the Lord and loves each other. The Worship Arts Admin will play a vital part in our desire to make Jesus famous in our community and ultimately around the world.

AGCC is a member of the International Fellowship of Grace Brethren Churches (www.fgbc.org). We are a community of multi-generational believers who place a very high value on God's Word and living purposefully to bring God the honor due His name. Our weekly attendance averages around 800 people in our two Sunday morning services. We also have a full Wednesday evening family program called *Wednesday Night Live*. We would refer to our congregation as theologically conservative who does ministry in a casual, family oriented environment.

We are in search for someone who is, first and foremost, passionate about their walk with the Lord, who loves the Bible, and who is enthusiastic about excellence in the administrative area. We are looking, secondly, for someone who can work well in a team environment, working alongside the Advancement/Worship Arts Pastor to assist in the areas of communication, organization, program execution, and event planning. We are in search of an Admin whose strengths are good organizational and time management skills, communicates well, gives attention to detail, works well with others, and enjoys the arts!

We hope you find the Job Description easily informative and easily understood. Please direct your resume, applications, and any questions to agcc@auburngrace.com. Our search team will review your information quickly and get back to you as soon as possible.

Blessings,

Phil

Phil Sparling
Pastor



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