



Worship Arts Administrative Assistant PART-TIME Job Description

General Description: The Worship Arts Administrative Assistant must be an individual who is committed to reflecting the Lord Jesus Christ in attitude and action. This Administrative Assistant is responsible for assisting in the Worship Arts department. This role provides support specifically in the areas of communication, organization, program execution, and event planning.

Personal Expectations:

- Has a vibrant personal walk with Jesus Christ through daily time in the Word, prayer, memorizing Scripture, and personal worship.
- Is not mastered by any worldly addiction or habit that would compromise leadership ability or influence (1 Corinthians 6:12).
- Has a solid relationship with spouse and children, if applicable (1 Timothy 3).
- Works best in a team based philosophy of ministry (1 Corinthians 12 & 14).
- Is self-motivated and works well in low supervised situations.
- Has the ability to get along well with people.

Knowledge/Skills/Abilities:

- Knowledge of Microsoft Suite (Word, Excel, Publisher) and Google applications.
- Knowledge of Adobe Creative Suite (InDesign, Photoshop, Lightroom) is preferred.
- Knowledge in web formatting, design and maintenance (Wordpress and Square Space) preferred.
- Skilled in event planning and coordination.
- Organizational and time management skills.
- Excellent customer service skills.
- Ability to communicate effectively in person, on the telephone and in email.
- Ability to receive, understand and carry out detailed instructions.
- Ability to coordinate multiple activities with varying time frames and deadlines.
- Excellence in areas such as returning phone calls, personal appearance, punctuality, follow-through and ability to handle sensitive/confidential information.

Job Expectations:

General Description: To assist the Worship Arts Pastor in creating musical programs and handling the administrative duties of the music/worship ministry.

Specific Duties:

- Handles communication between parties involved: Worship Team members, concert instrumentalists, production team, etc.
- Schedules, maintains and manages *Planning Center* for Sunday services.
- Assists in the preparation, planning, communication and implementation of worship arts special events and outreach concerts, i.e., Homeland concerts and Christmas Desserts.
- Assists in the preparation, planning and implementation of any special projects within the worship arts ministry, i.e., helping with the administration of a worship CD, video projects for the church, etc.
- Attends worship art events as needed.
- Tracks all expenses for *Gift of the Heart* for worship arts ministry. Reconciles checkbook and bank statements. Sends tax-deductible donation receipt letters.
- Creates blurbs for any upcoming worship arts event while meeting weekly deadline for the church bulletin.
- Maintains and keeps organized all files, music library and music storage room.
- Orders all music, video, and imaging materials and maintains an inventory database of such.
- Handles all copyright licensing and secures permission to use various video/music as necessary.
- Manages song utilization and submits reports to CCLI upon request.
- Initiates and edits all promotional material (with Graphic Designer) as needed for worship arts (i.e., website, flyers, posters, etc.).
- Communicates facility needs and calendar events to Facility Coordinator.

Additional Duties:

- Handles receptionist duties (answering phones, greeting people, etc.) as needed.
- May provide backup to Office Manager or other Admin when on vacation or out of the office.

Qualifications:

- **Education:** A Bachelor's Degree is preferred or equivalent work experience.
- **Experience:** Minimum of two years of administrative experience, preferably in a ministry oriented environment; familiarity with office procedures and protocols. Knowledge or background in music also a plus.

Additional Information:

- Part-time position: 10-20 hours per week (as needed).
- Office Hours: To be arranged with the Worship Arts Pastor and Office Manager.
- Employed by the Elder Board; Supervised by Worship Arts Pastor and Office Manager.
- Salary: Hourly wage TBD (dependent upon skills and experience).
- Vacation: Refer to Employee Handbook.
- Regular meetings with Worship Pastor, Office Manager, bi-monthly staff meetings, and attendance at Sunday service.

Support: We believe that support is a two way street, therefore...

Our congregation and leaders will:

- Pray for you and your family.
- Provide encouragement and love to you, your family, and your team members.
- Provide needed resources.
- Provide needed training.
- Provide opportunities for personal spiritual growth.
- Provide adequate salary and benefits.
- Maintain a safe, clean facility.
- Communicate regularly through various means.

You agree to:

- Spend time with congregational members.
- Be on time to work, to church services and all meetings.
- Attend to your spiritual needs.
- Attend training when possible to expand your own skills and abilities.