

**Job Title:** Ministry Assistant - Worship  
**Area of Church Operations:** Worship  
**Reports to:** Executive Director of Worship and Arts  
**Classification:** Non-Exempt  
**Status:** Part-Time Employee

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## SUMMARY

The Ministry Assistant – Worship position provides administrative support to the Executive Director of Worship and Arts, Technology & Media Director, and Worship ministry staff.

## ESSENTIAL FUNCTIONS

- Supports the Executive Director of Worship and Arts with all administrative aspects for Worship, Technology, and Prayer ministries
- Manages scheduling for Executive Director of Worship and Arts
- Creates, organizes, maintains, schedules, and updates Planning Center Online (PCO) for events, including facility requests
- Prepares, prints and distributes worship service information weekly to appropriate ministry staff and volunteers
- Prepares check requests and monthly credit card reconciliations for Worship and Technology
- Assists with annual budget preparation
- Maintains accurate records and reports all music, video, church copyright information, etc.
- Recruits, trains, and assists clerical worship volunteers
- Assists in organizing, preparing materials, updating process for baptisms
- Collaborates with Hospitality to support special Worship events and meetings
- Participates in various meetings as needed

## REQUIREMENTS, SKILLS, AND EXPERIENCE

### Spiritual

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear Biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement

### Personal

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

### Professional

- High school diploma or equivalent

- Knowledge of music fundamentals, including the ability to read and understand music and instrumentation
- Minimum of 2 years demonstrated administrative experience
- Detail oriented, organized, and skilled in time management
- Ability to streamline workflow, increase efficiency, and maximize effectiveness within current system, or develop systems to accomplish tasks
- Proficient in use of Planning Center Online (PCO), Microsoft Office, Adobe, Apple iWork (Pages, Numbers, etc.), Outlook, and an aptitude to learn other software applications
- Proficient in digital file transfers
- Excellent verbal and written communication
- Demonstrates reliability, accountability, and promptness in their work
- Ability to manage multiple priorities

**TIME COMMITMENT**

28 hours per week

**SUPERVISORY RESPONSIBILITY**

No direct reports

**PHYSICAL DEMANDS**

This is largely a sedentary role. This would require the ability to sit, bend, stand, and lift 10 pounds.

**WORK ENVIRONMENT**

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers/ printers.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**SIGNATURES**

*Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.*

Employee\_\_\_\_\_ Date\_\_\_\_\_