

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

SUMMARY

The Worship Assistant position provides administrative support to the Executive Director of Worship and Arts and the Worship ministry staff.

ESSENTIAL FUNCTIONS

- Supports the Executive Director of Worship and Arts with all administrative aspects for Worship 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
- 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
- Coordinates 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_____