

Worship Administrative Assistant
FLSA Status: Non-Exempt
Reports to the Worship Project Manager
Grade II (\$12.10-\$18.70 Based on experience and qualification)

SUMMARY OF RESPONSIBILITIES

The worship administrative assistant performs tasks as assigned by their supervisor. This includes assisting the administration of music programs in the kid, student, college and adult environments of the church, as well as attending and assisting during rehearsals, and services.

The incumbent must perform all job duties as outlined in this job description to support the ongoing mission of the church while committed in accordance with the Baptist Faith and Message (2000 edition).

ESSENTIAL DUTIES

- Assists with scheduling and communicating key project timelines with worship volunteers and staff. (app. 50%)
- Creates lyric documents, loads chord charts, and assists in organizing Planning Center Services for the worship team services for various environments. (app. 25%)
- Assists the worship team off-stage for weekend services, rehearsals, and other major events as needed in various environments. (app. 15%)
- Orders and prepares snacks for the worship team office/rehearsals. (app. 5%)
- Schedules and facilitates the Spotlight Huddle leaders. (app. 5%)

These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

EDUCATION/TRAINING

- A minimum of a high school diploma required.

EXPERIENCE

- A minimum of 1 to 3 years of experience in an office setting is required.

REQUIRED SKILLS

- Task-oriented and self-starting.
- Creative thinker, willing to follow a vision set by leadership.
- Planning skills and leadership traits.
- Working knowledge of basic computer skills, aptitude to learn new software.

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Frequently ascend and descend stairs and/or ramps.
- Frequently remain in a stationary position for prolonged periods.
- Constantly and clearly communicate verbally with others to exchange information.
- Frequently lift, carry and move up to 30 pounds.
- Constantly view and operate technological devices, including but not limited to computers, sound equipment, instruments, printers, and phones.
- Must possess the ability to discern colors for production of creative elements.

- Ability to use depth perception to judge distances.
- Frequently move self in different positions to accomplish tasks.
- Must possess the ability to work in environments with theatrical elements, including but not limited to strobing lights and fog.

WORKING CONDITIONS

- This position works primarily indoors.