



Worship Arts Ministry Administrative Assistant

Job Description

Title: Administrative Assistant

Reports to: Worship Arts Pastor

Department: Worship Arts

Supervises: None

Classification: Part time; Non-exempt; Hourly; 20 hours per week

Updated: June 7, 2021

PURPOSE

To support the Worship Arts Ministry by coordinating volunteers and worship service details, overseeing Communion efforts, managing volunteer hospitality, and providing excellent administrative work.

QUALIFICATIONS

1. Corporate
 - a. Testimony of faith in Jesus Christ as Savior and Lord
 - b. Has a maturing relationship with Christ and His church, and is reaching out to those who do not yet know Him.
 - c. Unreserved commitment to the purpose, vision, and core values of Constance Free Church
 - d. Ability to abide by the policies, procedures, and practices of Constance Free Church
 - e. Represent in good conscience the position of the Constance Free Church Biblical Manhood and Womanhood Paper
 - f. Can subscribe without mental reservation to the EFCA Statement of Faith
 - g. Derives satisfaction from serving as a team player in a collaborative environment
2. Position Specific
 - a. Excellent communication skills: written, verbal and interpersonal
 - b. Computer literacy with strong capacity for database management and the ability to quickly learn new online software platforms
 - c. Previous experience with Planning Center Online a plus, but not required
 - d. Excellent administrative capacity
 - e. Derives joy by serving "behind-the-scenes"
 - f. Able to lead a small team of volunteers
 - g. Available on Sunday mornings as needed to provide volunteer hospitality and lead Communion preparation

RESPONSIBILITIES



1. Serve as lead administrator for the volunteer and worship service database, Planning Center Online (PCO) Services
 - a. Collaborating with team leaders, schedule musical and technical volunteers for Sunday worship services
 - b. Keep worship service plans up-to-date with worship service elements based on the Teaching Schedule and church calendar
 - c. Keep volunteer records, tags, and contact information up-to-date
 - d. Track and follow up with volunteer declines to assure all positions are filled in advance of services and rehearsals
 - e. Use Planning Center Online to communicate with volunteers regarding block out dates, scheduling requests, scheduling sign ups, rehearsal reminders and any other correspondence on behalf of the Worship Arts department.
2. Oversee Communion logistics and Sunday morning Hospitality for worship service volunteers
 - a. Manage Communion supplies inventory, reordering supplies as needed
 - b. Lead small volunteer team to prepare Communion tables and supplies on Sunday mornings before and between Communion services
 - c. Manage “green room” hospitality efforts, keep area clean and neat, track refreshment inventory, order, purchase, prepare and set up Sunday morning coffee and breakfast items for worship service volunteers
 - d. Clean up Volunteer breakfast and supplies after Sunday worship services
 - e. Coordinate hospitality as needed for Worship Arts volunteers and staff at special events, major holiday services, and other occasions as needed throughout the year as needed
3. Provide general administrative support to the worship arts team
 - a. Enter and maintain Worship Arts events in PCO Calendar
 - b. Maintain copyright compliance by reporting song and lyric usage to CCLI
 - c. Coordinate departmental care ministries
 - d. Assist with preparations for departmental gatherings
 - e. Attend and take notes in Worship Arts and other ministry meetings as requested
 - f. Write thank you notes to volunteers
 - g. Other miscellaneous functions as requested by the Worship Arts Pastor
 - h. Help recruit new volunteers and coordinate training efforts
4. Additional responsibilities
 - a. Attend all-staff meetings upon availability as requested
 - b. Other miscellaneous functions upon availability as requested by the Pastor of Worship Arts

RELATIONSHIPS

1. This position reports to the Pastor of Worship Arts
2. This person collaborates with and supports the Worship Arts Department
3. This position collaborates with the Office Manager, Facility Manager and Guest Services



4. This position interacts with all staff members, lay leaders, and all worship arts ministry participants