



Worship Ministry Administrative Assistant

Purpose

The Worship Ministry Assistant serves as the Worship Pastor's assistant for all office matters, project coordination, and administrative support.

Structure

The Administrative Ministry Assistant reports directly to the Worship Pastor and functions as part of the ministry assistant team. This is a part-time position during church office hours, which are 8:00 am to 5:00 pm Monday through Thursday, and some Wednesday night hours. This position is a 24-hour workweek with a schedule determined by the Worship Pastor. This assistant may be required to work occasional weekends to support church activities and special services. This position is not eligible for benefits but is eligible for time off as described in the Personnel Policy and Practice Manual.

Responsibilities:

1. Maintain the highest level of integrity and strictest confidentiality.
2. Support the administrative needs of the Worship Pastor including assistance with phone calls and the Worship Pastor's calendar.
3. Maintain the music library.
4. Gather and provide physical and digital music for choir and orchestra in advance of rehearsals and worship services.
5. Work with worship ministry participants and other volunteers.
6. Coordinate with the Lord's Supper Team.
7. Make event and meeting arrangements, including travel when needed.
8. Assist in organizing the annual Carols by Candlelight and other special music programs.
9. Assist with "to-dos" and follow-up items from meetings, rehearsals and other assignments.
10. Enter accurate attendance for rehearsals.
11. Send out worship ministry communications and reminders.
12. As part of the office administrative team, assist other ministry assistants with general office duties as needed.

To apply, please submit your resume to sreed@deermeadows.org

Qualifications

1. High school graduate required, with post-high school education preferred.
2. Must be a Christian and participate regularly in the ministries of a local Christian Church. Church member of Deermeadows is not required, but preferred.
3. Must have at least 3-5 years of proven experience as an administrative or executive assistant with experience in a church setting preferred.
4. Must have knowledge of and experience in music.
5. Possess skills using desktop systems primarily the Microsoft Office Suite including Outlook, Word, Excel, PowerPoint and Publisher.
6. Ability to quickly learn and become proficient in Deermeadows ShelbyNext and Planning Center tools.
7. Must have a clear and pleasant voice over the phone, and be comfortable greeting church members and guests of all ages. Must maintain a professional office appearance.
8. Possess excellent organizational and time management skills.
9. Have outstanding interpersonal abilities, and able to interact with all types of people.
10. Give attention to detail and demonstrate problem-solving skills
11. Must be capable of walking and climbing stairs throughout the building, lifting up to 30 lbs., sitting for long periods, as well as quickly moving from sitting to standing and walking throughout the day.
12. Must possess a valid U.S. driver's license, and submit to background checks and drug screening as required by the Personnel Policy and Practice Manual.

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