

Worship Arts Administrative Assistant
Job Description

Position Title: Administrative Assistant of Worship Arts

Position Status: Full-time (40 hours/week)

Reports to: Director of Worship Arts

Position Focus: to assist the Worship Arts team as we endeavor to help all who come to Christ Memorial Church draw closer to God through worship.

Works cooperatively with: Worship Arts staff, Lead Pastor, Other Administrative Assistants, Facilities and Finance Teams

Ideal Candidate: Possesses 5-10 years as an administrative assistant in a similar role

Primary Required Strengths:

- Character: on time, seeking God, being a Disciple of Jesus, humility, words mean what they say, etc.
- Chemistry: relationships matter, ability to work well with many personalities
- Competency: demonstrates growth in their areas of responsibility
 - Continually growing relationship with God
 - Integrity
 - Dependability
 - Organizational skills (not a procrastinator)
 - Multi-tasking ability
 - Communication skills (written and verbal)
 - High level of confidentiality
 - Strong work ethic
 - Team player
- Creativity
 - Understands flow of worship
 - Has basic knowledge of music (instrumental or vocal)
 - Contributes to worship planning ideation and execution
 - Has an eye for detail and drive to do things well

Responsibilities:

- Work with the goal of helping bring God's people into worship
- Support Director of Worship Arts and Worship Arts team in any way needed
- Preparation for worship services:
 - provide materials for team meetings
 - keep Planning Center Online up to date
 - schedule worship leaders
 - produce, print and distribute large print song sheets
 - produce, print and distribute highlighted copies of worship order for worship service participants and musicians

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- Administrative support, scheduling and communication for those involved with Sunday worship services, worship arts team, staff, volunteers, special events and overall congregation
- Submit check requests for guest musicians, directors, etc.
 - Communicate service and program details with guest conductors and musicians, along with scholarship students
 - Request, obtain, and deliver honorariums to guest conductors, musicians, and scholarship students
- Resource, communication and administrative responsibilities for choir, orchestra, bell choir, etc.
- Care of musical instruments
- Oversee volunteers
 - Give direction and details to the choir and orchestra for both rehearsals and Sunday worship leading via emails and in planning center online
 - Work directly with the choir and orchestra music librarians
 - Contact musicians with the details for rehearsals and Sunday worship
 - Schedule musicians and soloists by gathering their Sunday availability, creating a list based on availability, giving them the correct music, organizing the rehearsal schedules
 - Make sure all volunteers (readers, dance teams, Westminster Bells, Orchestra, Brass Ensembles, other vocal and instrumental small ensembles have what they need
- Assist in tracking annual church calendar
- Assist in planning worship services

Essential Skills and Training: Word, Excel, TEAMS, SharePoint, Publisher, Planning Center Online, Shelby Next

If interested in this position, please submit resumes to: jobs@christmemorial.org