



**Job Title:** Worship Arts Administrative Assistant  
**Reports to:** Worship Arts Pastor  
**Status:** Part Time (25 Hours / Week)  
**Prepared By/Date:** Dean Henderson - 8/10/2020  
**Approved By/Date:** Rosalind Gillie 8/10/2020

### **Position Summary**

Responsible for general administrative and organizational oversight of the Worship Arts Ministry, assisting the Worship Pastor, Instrumental Director and Contemporary Worship Director in the carrying out of office management needs, Sunday services and events.

### **Working Relationships**

Works directly with the Worship Pastor, Instrumental Director, and Contemporary Worship Director.

### **Roles and Responsibilities**

- Oversight, scheduling, and administration of designated meetings and events (weekly or special) that involve the Worship Arts Ministry in any way.
- Organization and upkeep of all music and music libraries.
- Assistance in preparing and sending out of emails, reminders, and communication to leaders and members of all Worship Arts ministry groups.
- Coordination of logistics for Sunday Worship Services (all services) including (but not limited to) Baby Dedications, Communion, Baptism, lyric screens, music, Worship Guides (including printing of the Worship Guides for Sanctuary Services and stuffing of the guides into the bulletins.)
- Scheduling of weddings, premarital counseling and funeral services, and coordination with Wedding Director and Pastoral Care.
- Organization and maintenance of supplies for the Worship Arts office and Multi-Purpose Gathering Room.
- Collaboration with Communications staff in maintaining ministry websites and updating of all materials related to Worship Arts.
- Assisting in Ministry related services and special events, including but not limited to Fall Music Workshop, Christmas Concert, Christmas Eve Service, Good Friday, and Easter Sunday.
- Work with the WAM Director in coordination of WAM and SMAAC ministry.
- Organizational and Financial oversight of ECAA (East Cooper Arts Academy).

### **Qualifications and Requirements**

- A passionate love for the Lord and a desire to serve in support ministries.
- Knowledge of music is essential.
- Must possess a minimum of 3 years of experience that has developed competencies including a high degree of administration and organizational skills.
- A functional knowledge of Google Suite, Adobe Products (InDesign) is a plus.
- Quick learner on other software applications (including Pro-Presenter and Planning Center).
- Demonstrated ability regarding discretion and professionalism.
- Excellent written, verbal and interpersonal communication skills.
- Team player.
- Attendance at Worship Arts functions as needed.
- Flexible and Personable.
- Member of ECBC encouraged.

If you are interested in this opportunity and meet the qualifications below, please [complete an online employment application](#). Upload your resume with a cover letter at the end of the application form.