Administrative Assistant: Worship, Music, and the Arts

Purpose: This position is a ministry of help, hospitality, and service that provides administrative support for the Worship Director and Worship, Music, and the Arts staff.

Department: Worship, Music & the Arts

Reports to: Worship Director

Pay Type: Hourly

Supervisory Position: No

Time Required: 37.5 hours (Hours vary: Includes Sunday mornings, Wednesday evenings, and other times as needed.)

Eligible for Overtime: Yes

Works closely with the Worship Director; Worship and Music Staff; Worship Planning Team; Worship, Music, and Arts volunteers.

Duties and Responsibilities:

Editing
- Edit/proof plans in Planning Center Online (PCO), confirming readiness with Worship Leader(s) before bulletins or programs are printed.
- Prepare bulletins for printing each week.
- Prepare/edit/review slides and ensure that the text is consistent with bulletin and music.

Scheduling
- Work with Worship Director and Worship Music Associate to schedule musicians and volunteers weekly for Sunday morning services and periodically for special events, special services, and special programs (Christmas Eve, Christmas concerts, Thanksgiving Eve, Easter, Passion, Hymns and Harmonies, seasonal music and arts events, various other choirs and ensembles).
- When needed, work with the local contractors to hire professional musicians for special services/concerts.
- Schedule Worship, Music, and the Arts events through eSpace, communicating with musicians, ministry personnel, Evangelical Christian Academy, and Village Arts as needed while avoiding conflicts.

Logistics
- Print and prepare worship binders (and/or other necessary materials) for worship leader(s) and worship musicians.
- Work with Director of Music and Worship Music Associate to coordinate timelines, contracts, payments, meals, resources, and other logistics for special events and retreats.
- Help manage and enforce deadlines for service plans, ensuring that all staff members have appropriate information before they need it with regards to bulletin preparation, communion preparation, assisting pastors, scripture readers, etc.
- Ensure that Audio and Visual Coordinator has necessary information regarding stage set-up and assist in stage set-up as needed.
- Provide necessary information to staff regarding special events.
- When necessary, purchase songs, anthems, music charts, and supplies.
- Fill out required CCLI licensing information every two years.

**Maintenance**
- Maintain and update all volunteer information using PCO, Servant Keeper (our database) (and/or other means) for all ensembles involved in Worship, Music, and the Arts.
- Obtain dates for Worship, Music, and the Arts events and ensure that they are properly displayed on the church calendar.
- Coordinate maintenance for the organ, pianos, and worship music equipment so that they remain in good working condition.

**Organization**
- Optimize organizational systems used by Worship, Music, and the Arts to categorize songs, anthems, hymns, other sheet music, folders, and bulletins. Use digital systems if deemed necessary. File accordingly, working with the librarian as needed.

**Miscellaneous**
- Attend and participate in the weekly church office staff prayer meetings, monthly church office administrative assistant meetings, and weekly meetings involving Worship, Music, and the Arts staff.
- When needed, recruit and train librarians and other administrative volunteer positions.

**Minimum requirements:**

**Faith**
- This position must be held by an individual who is an active, practicing evangelical Christian who agrees with our Statement of Faith and Reformed theology. There is no other background that can substitute for this requirement.
- Must be actively pursuing God through spiritual disciplines (prayer, time in Scripture, fellowship with other believers, etc.).
- Must express a readiness to commit to the pursuit of the vision and mission of Village Seven Presbyterian Church and regularly attend Sunday morning worship services.
- An understanding of the Levitical service of worship leaders as well as the calling and needs of the individuals with whom one will work.

**Experience/Education**
- Bachelor’s Degree or at least five years of administrative experience (Arts administration, music administration, and/or church administration preferred).

**Qualifications**
- Dexterity learning new software programs. Demonstrated proficiency/ability to become proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and ProPresenter, Planning Center Online, and Servant Keeper proficiency preferred.
- Baseline musical knowledge required, including proficiency reading at least the following forms of musical notation: treble and bass clef notation, chord charts.
• Success working in instances of minimal supervision and high-pressure situations, understanding implicit organizational and administrative needs of various situations in order to support the needs of visionary leadership.
• Excellent editing and proofreading ability with grammar and writing expertise.
• Prompt and effective communication skills via phone, text, email, and social media (Facebook and Instagram).
• Self-motivated and detail-oriented. Accurate and thorough.
• Excellent organizational skills.
• Strong interpersonal skills.
• Strong ability to boldly recruit, delegate, coordinate, train, and implement volunteers to help fulfill administrative roles.
• Flexible with the ability to respond positively to the suggestions and feedback from others.
• Demonstrated problem-solving skills. A “can-do,” joyful team-player.

**Evaluation:** This position is evaluated annually by the Worship Director. A written report is prepared of this evaluation and signed by the Administrative Assistant for Worship and Music and the Worship Director. During the course of the evaluation, the Job Description shall be reviewed and needed alterations discussed.

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.

**Employee’s Affirmation:** I have read this job description and understand its requirements. I affirm that I have the physical, mental, and emotional ability to perform the Duties and Responsibilities of the position and that I have informed the supervisor of any accommodations I need to do so. In addition, I affirm that I understand my role in the ministry of Village Seven Presbyterian Church, that I fully support that ministry, and that I will behave in a way that is consistent with the policies and guidelines of the church.

For more information, or to submit your resume, please call or email Jennifer Allison at 574-6700, ext.120 or jallison@v7pc.org.

Employee’s Printed Name:_____________________________________
Employee’s Signature:______________________________________Date:_______________