



<p>Position Title: Worship Arts Admin Assistant Position Scope: Part-Time/26 hours a week (providing support for certain evening/weekend events; Christmas concert rehearsals and Easter weekend) Position Status: Non-exempt</p>		<p>Reports To: Pastor of Worship Arts Department: Worship Arts Date: April 4, 2018</p>
<p>Ministry Vision: A Fearless Church of Christ Followers whose Ridiculous Love and Dangerous Witness are IRRESISTIBLE</p>		
<p>Ministry Responsibilities: To oversee the administrative function of the Worship Arts ministry assisting in the day-to-day operations and providing direct support to the Pastor of Worship Arts and the Associate Pastors of Worship Arts.</p>		
<p>Key Duties:</p>		
	<u>Description</u>	<u>% Time</u>
	<p>Vision and Strategic Development. Provides resources and support for the Pastors of Worship Arts throughout the planning and execution processes of strategic planning.</p>	10
	<p>Leadership Development. Works with Worship Arts Interns and volunteers. Creates, updates and manages Worship Arts Databases (i.e., songs, musicians, live recordings)</p>	10
	<p>Ministry Support Responsibilities. Support the Pastor and Associate Pastors of Worship Arts by working in conjunction with the Weekend Planning Team to optimize Sunday services - overseeing details for creative elements of Eastview’s worship services (purchasing props/equipment) - serving as support resource for all departments using PCO - working with the Tech Ministry to ensure compliance within Intellectual Property laws - managing and maintaining Worship Arts accounting responsibilities - providing administrative support associated with recruiting new musicians throughout contact, audition and onboarding processes - assisting in the planning and organization of all department events.</p>	30
	<p>Administrative Responsibilities. Oversee all departmental administration to include, but not limited to, answering and screening phone calls and emails - maintaining the calendars of the Worship Arts staff - communicating with volunteers and potential volunteers involved or interested in Worship Arts - pulling and filing music literature - typing - database input - copying - purchasing supplies - proofreading music charts (preferred) - assisting in the creation and ongoing maintenance of volunteer schedules, host schedules, media uploads, volunteer information and cue editing through Planning Center Online (PCO) - printing and distributing weekly cues and word sheets - preparing and inputting lyrics for Sunday services and other Worship Arts events - attending weekly planning meetings taking minutes - coordinating rehearsals and services in conjunction with the Pastor of Worship Arts.</p>	50



Supervisory Responsibility: None at this time

Required Core Competencies

Written Communication

Writes clearly and succinctly in variety of communication settings.

Action Oriented

Enjoys working hard, full of energy for challenges, seizes opportunities.

Approachability

Easy to approach and talk to, puts others at ease, pleasant and gracious.

Priority Setting

Spends time on what's important, quickly zeros in on critical few, eliminates roadblocks.

Learning on the Fly

Experiments and tries new solutions, enjoys challenge of unfamiliar task.

Time Management

Values time, uses effectively, concentrates efforts on important priorities.

PREFERRED QUALIFICATIONS

Minimum relevant experience: Technologically proficient (pertinent software). Problem solving. Strong written and oral communication skills.

Education: High School Diploma. Associates Degree in Arts, Communications, Music preferred.

Ideal Knowledge Areas: Planning Center Online. Music Theory (year 1).

Reviewed by:

Date:

Approved by: Matt Ludwig

Date: May 16, 2018

Date Revised: