



Administrative Assistant to Worship Arts Director

Position Description

2026

POSITION SUMMARY

The Worship Arts Administrative Assistant is responsible for assisting the Worship Arts Director with administrative and creative needs for our weekly worship services. The Worship Arts Team leads in all details related to our traditional and contemporary worship services.

Position Title: Administrative Assistant to Worship Arts Director

Classification: Part-time, hourly, 15-20 hrs/wk

Accountable to: Worship Arts Director

Education: Bachelor's Degree preferred

Experience: 3+ years of related administrative, ministry, worship, music, or communications experience preferred

RESPONSIBILITIES

Weekly Worship Administration

- Assist the Worship Arts Director with planning and preparing weekly Classic and Modern worship services.
- Maintain worship plans, song lists, service formats, music, lyrics, and other resources in Planning Center and Google Drive.
- Prepare and distribute materials for worship teams, choir, musicians, and technical teams.
- Communicate schedules, service information, and resources to worship volunteers.
- Assist with preparation of worship spaces and choir rehearsals.
- Help ensure worship services and rehearsals are organized, prepared, and ready to go each week.

Volunteer & Team Coordination

- Maintain and coordinate worship volunteer schedules through Planning Center.
- Assist with recruiting, onboarding, communicating with, and supporting worship volunteers.
- Coordinate Scripture readers, communion teams, worship musicians, vocalists, choir, and audio/visual teams.



- Assist with volunteer scheduling and training for seasonal and special worship events.
- Administrative Support
- Maintain the Worship Arts Director's calendar and assist with meetings, events, correspondence, documents, and other administrative needs.
- Maintain worship databases, music libraries, volunteer information, and ministry records.
- Assist with communion scheduling and supplies.
- Prepare approved payment/check requests for guest musicians and worship leaders.
- Assist with worship team events, outings, gifts, and ministry initiatives.

Worship Technology & Digital Media

- Assist with ProPresenter preparation for Classic, Modern, and special worship services.
- Create and maintain YouTube content, thumbnails, playlists, and service links.
- Assist with recording, editing, and uploading worship-related videos and announcements.
- Prepare pre-service and post-service video content and scrolling announcements.
- Maintain basic worship technology resources and assist with software licenses and troubleshooting documentation.

Special Services & Seasonal Events

- Assist the Worship Arts Director with planning and execution of major worship events, including:
- Christmas Eve, Good Friday, Palm Sunday, 5th Sunday services, Christmas Cantata, Ministry Fair, Seasonal worship events and worship team gatherings

-Responsibilities may include music preparation, scheduling, communications, volunteer coordination, rehearsal logistics, printing, technology support, promotion coordination, and event-day assistance.