



Job Description
Administrative Assistant to Worship Pastor
Part-Time (Non-Exempt)

ABOUT US:

We are a Christian and Missionary Alliance church with more than 1,000 weekly attendees, united by a vision to build a thriving community of Christ-followers who use their God-given gifts to serve, encourage, and invest in others both within the church and throughout the community. As a team-oriented organization, we value collaboration and empower each employee to contribute meaningfully to ministry goals, decision-making, and organizational growth. We believe deeply in the power of prayer and are committed to supporting one another, our church family, and our community through faithful prayer and service. We foster a culture of accountability, excellence, and mutual respect, encouraging honest communication, teamwork, and a shared commitment to our mission. We believe that true success is achieved together because individual accomplishments are most meaningful when they contribute to our collective impact for Christ.

ABOUT THE ROLE:

Provides administrative support to the Worship Pastor and Worship Team, including managing communications, calendars, and financial documentation. Plays a key role in fostering a welcoming and supportive environment by coordinating and maintaining hospitality needs for the worship community. Maintains a high level of confidentiality while efficiently overseeing the day-to-day administrative operations of the Worship Ministry. This position reports directly to the Worship Pastor and serves approximately 20 hours per week.

RESPONSIBILITIES:

- Maintain and manage Worship Ministry calendars and scheduling through Planning Center.
- Process and track ministry-related expenses, including Visa purchases for the Worship Pastor and Worship Staff.
- Coordinate the renewal and payment of ministry licenses, subscriptions, and compliance requirements.
- Assist with the preparation and administration of quarterly Worship Team schedules.
- Manage and submit CCLI reporting to ensure licensing compliance.
- Prepare and distribute weekly worship rehearsal materials and service packets.
- Oversee the organization and upkeep of the Worship Ministry workspace, including supplies, hospitality items, and décor.
- Coordinate hospitality efforts for Worship Ministry events, rehearsals, meetings, and volunteer gatherings.
- Assist in the planning and execution of ministry meals, fellowships, appreciation events, special services, and team meetings, including: Worship Team Volunteer Appreciation Banquet, Worship Team Fellowships, Special Worship Services, Congregational Care Team (CCT) Meetings, and other ministry events as assigned
- Provide administrative and logistical support to the Worship Pastor and Worship Staff as needed

- Assist with stage management, facility organization, and seasonal décor setup to ensure worship environments are welcoming, functional, and ministry-ready

QUALIFICATIONS:

- Proficiency in Microsoft Office Suite, including Outlook, Word, Excel
- Excellent written and verbal communication skills, with the ability to communicate clearly and professionally with staff, volunteers, and church members.
- Strong organizational and time management skills, with the ability to prioritize multiple tasks and meet deadlines in a fast-paced environment.
- Demonstrated ability to work independently while exercising sound judgment, initiative, and attention to detail.
- Positive, service-oriented attitude with strong interpersonal skills and a heart for supporting ministry and serving others.
- Collaborative team player who works effectively with staff, volunteers, and ministry leaders to achieve shared goals.
- Ability to maintain confidentiality and handle sensitive information with discretion and professionalism.
- A personal commitment to Jesus Christ and agreement with the mission, vision, and values of the church.
- Passion for supporting worship ministry and creating welcoming environments that foster community and spiritual growth.