

Worship Arts Ministry Coordinator
PT – 20 hours per week
Shepherd: Worship Minister

The Worship Administrative Assistant provides essential organizational and administrative support to the worship minister and worship arts team, coordinating weekly services, special events, and a large team of volunteers. Key responsibilities include volunteer relationship building & scheduling, service and rehearsal preparation, annual and week-to-week planning, hospitality, and team communications.

Key Responsibilities

- **Volunteer Relationship Building & Schedule Management:** Collaborate with worship minister and tech director to coordinate volunteers for serving and work nights (welcome, communion, technicians, vocalists, band, choir, creative arts) using software Planning Center.
- **Service & Rehearsal Preparation:** Prepare resources and materials (music, service order tech sheets) for weekly services and special events, including Good Friday/Christmas/Easter.
- **Administrative Support:** Help coordinate worship minister's and the team calendar, maintain the PCO song library/volunteer directory/serving teams, order supplies and set design materials, and track ministry expenses/budget.
- **Technical/Communication Support:** Coordinate and update communication through email, PCO, and church management software (Realm).
- **Hospitality:** Help facilitate team gatherings and work nights, including organizing, ordering food, and prepping for rehearsals and special events.

Qualifications

- **Communication:** Strong written, verbal, and interpersonal communication skills for team coordination and collaboration.
- **Administrative:** Administratively gifted – there's not a calendar or task list you can't tackle! Experience as part of a ministry staff team is a plus.
- **Hospitality:** Mindset for serving individuals and teams, bringing warmth and welcome to every setting.
- **Spiritually Mature:** Maintains a growing walk with the Lord through consistent prayer and the study of scripture; biblically grounded follower of Jesus.
- **Technical:** Strong knowledge of service planning software (Planning Center), Microsoft Office 365 (Outlook, Word, Excel, Teams), and church management software (Realm).
- **Musical Aptitude:** Helpful to have some knowledge of music terminology and familiarity with/love for worship music.
- **Character:** A commitment to the church's mission and staff values.