

Job Title: Worship and Sr. Adults Administrative Assistant

**Ministry Area: Music Ministry CRWU,
Sr Adults Ministry**

Reports to: Worship Pastor CRWU

Effective Date: 6/1/2025

Job Summary:

The Administrative Assistant for the West University Worship and Senior Adults Ministry's primary job is to support the West University worship program, senior adults ministry, and Pastor, by providing general administrative support through a variety of projects and tasks as outlined below.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

Communication

- Welcome and directs visitors and staff.
- Answers and transfers phone calls, screening when necessary.
- Responds to and resolves administrative inquiries and questions.
- Serve as a liaison to the CityRise Communications and Production teams

Records

- Maintains electronic and hard copy filing systems as assigned.
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Records and distribute minutes or other records for meetings.
- Catalogues and maintains printed and electronic music, choral/vocal and instrumental
- Maintain updated lists of all music/worship personnel, vocal and instrumental ensembles, worship band, and media teams
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- Attend all regular music/worship ministry meetings, recording information as needed

Planning and Scheduling

- Coordinates and schedules travel, meetings, and appointments
- Prepare agendas and schedules for meetings.
- Coordinate music/worship set-up needs with the Facilities team
- Coordinate and update Planning Center for music/worship ministries, scheduling musicians and media personnel for all worship, including weekly worship services, weddings, funerals, and special events (concerts, etc.)
- Coordinate church calendar for all music/worship ministry events, including regular weekly rehearsals, retreats, meetings, and concerts

Procurement

- Orders and maintains necessary items for music, worship library, and senior adult ministry activities
- Coordinate regular maintenance of music/worship instruments (pianos and sanctuary organ)
- Coordinates maintenance of office equipment

Worship Program Support

- Schedules and attends meetings as requested. Assists with hosting meetings and events.
- Distribute materials and information to program participants.
- Prepare, update, and print worship guides for Sunday services and music/worship concerts and events as directed.
- Prepare and print regular rehearsal sheets (Grace Notes) for music/worship ministry

Senior Adults Ministry Support

- Maintain updated list of all Senior Adults in Sunday School
- Coordinate church calendar for all Senior Adult Ministry Sunday School, events, and meetings
- Assist with Senior Adult gatherings
- Coordinate with Senior Adult Leadership team for events

Worship Pastor Support

- Assist with calendar management.
- Assist with business travel arrangements
- Prepare slides for worship services
- Assist with preparation of and mailing correspondence via email and US mail

Other duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks.
- Proficient with Microsoft Office Suite or related software.
- Experience with Planning Center and Pro-Presenter preferred.

Education and Experience:

Required Education: High school diploma or equivalent.

Preferred Education: Bachelor's degree.

Required Experience: none

Preferred Experience: One year experience in church music and worship ministry.

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.
Must be able to lift objects weighing up to 10 pounds at times.

Work Location:

Work is performed 100% on-site.

Definitions of work location:

On-site- typically on a CityRise campus

Remote- any location where work that can be completed effectively from

Hybrid- combination of on-site and remote, possibly including additional locations for specific activities i.e. pastoral care visits, homes, meetings, retreats, educational seminars.

employee printed name employee signature date