



LWC Worship Admin Assistant

Department: Worship Arts
Supervisor: Worship Director
Category: Volunteer
Date Last Revised: 4/12/16

Summary

The purpose of this position, under the direction of the Worship Director, is to assist in the day-to-day operations necessary to run the worship ministry. The administrative assistant is the Worship Director's right hand and is responsible for communicating on his/her behalf as well as the logistics involved with this position.

Big Picture

- Disseminate communication on behalf of the Worship Director
- Maintain member database and assist with planning center software
- Organize meetings and extra curricular activities (fellowship)

Details

- Schedule musicians and singers on planning center (Monthly)
- Maintain member data on planning center
- Send monthly communication on behalf of Worship Director
- Ears on the ground (keeping track of people and their needs)
- Monthly birthday recognitions
- Organize Meetings
 1. Bi Monthly Worship Leader (Unite, Youth, Spanish, Multicultural)
 2. Quarterly All Ministry (Music, Vocals, Sound, Lights, Media Projection)
 3. Quarterly Sound Engineer (Unite, Youth, Spanish, Multicultural)
- Schedule Training Workshops (Every 4 months 2-3 week workshop)
- Organize Fellowship Activities (1 every 3 months) – All Ministry
- Provide feedback about issues/concerns/ideas
- Attend all meetings to record proceedings

Qualifications

- A committed, growing follower of Jesus Christ
- Great communication skills
- Gets along well with others (people person)
- Ability to learn to work with computer software (Planning Center)
- Authentic and consistent in his/her own spiritual walk and relationships
- Ability to follow written and verbal instructions
- Great attention to detail
- Ability to work as part of a team

Time Requirements

The administrative assistant position will require several hours per week outside of service times. This time can be managed by the assistant to fit within his/her personal schedule. The focus of this position's time requirement is based more on completion of the tasks requested by director rather than specific hours allocated per week. Assistant is required to be at all meetings and workshops.

Physical Demands

There are no physical demands for this position.