

Worship and Communications Administrative Assistant

Job Description

Summary

This full-time position performs administrative and office support activities related to the Worship and Music Ministry and has the responsibility to work with the major church channels of communication, including (but not limited to) Sunday's worship guide, the Spire (weekly newsletter), Midpoint (Wednesday's bulletin) and the church website.

Qualifications:

A high degree of competence in Microsoft Word, Excel, Publisher, Canva, and Adobe Photoshop. Software skills, Internet research abilities, able to display creative and artistic traits, and strong communication skills are required.

Key Duties and Responsibilities:

- **Worship and Music**
 - Assist the Worship and Music Pastor and the Senior Pastor as requested with workshop planning and/or implementation
 - Assist with the logistics of worship and music groups and events
 - Maintain a database of the music library
 - Order/track/distribute worship and music supplies

- **Communications**
 - Meet with and assist staff and lay persons to promote special events, special emphases, and new programming
 - Develop and maintain a communication strategy for the church
 - Develop the voice of the church and work to infuse that voice, tone, and vibrancy, in all church communications
 - Work to ensure all communication channels are unified in their look, feel, and voice while maintaining consistency between all methods of communication
 - Develop production schedules for all copy that needs to be written, graphics to be created, plan for how and where different items will be promoted along with the frequency and timeline
 - Create graphics for various channels of communication
 - Maintain the church website which requires creating new pages, editing existing content, and inserting new images as needed
 - Maintain all assigned social media profiles for the church
 - Provide PowerPoint slides for the electronic message boards
 - Maintain bulletin boards by inserting new material as needed
 - Provide local media outlets information about church events
 - Cover phone and doors as needed when the receptionist is away. Direct and escort guests as needed.

Accountability:

The position reports to the Associate Pastor Worship and Music

Confidentiality:

Ministerial and pastoral staff may have direct knowledge of personal matters of church members and may be aware of other matters related to the internal operations of the church. It is expected that all ministerial and pastoral staff will act in a professional manner and will not discuss confidential information with others.

Revised

July, 2024