



Valley Community Baptist Church Job Description

Worship Arts Administrative Assistant

Ministry Division: Valley Worship Arts.

Purpose: The Worship Arts Administrative Assistant supports the Worship Arts Director and Associate Director by managing key organizational systems, coordinating volunteers, and assisting with administrative and service preparation tasks that help facilitate meaningful and well-organized worship services.

Candidate Attributes and Qualifications

To be effective in this role, a successful candidate will be a growing, committed disciple of Jesus Christ. Candidates must be Evangelical and Baptist in convictions, and ascribe to Valley's Affirmations of Faith as contained in the church Constitution. The candidate should possess many of the following core gifts, passions, and qualifications:

- Strong relational and communication skills
- Strong computer proficiency and attention to detail
- Ability to work independently, prioritize tasks, and take initiative
- Experience coordinating events or volunteer teams
- Experience with Planning Center and ProPresenter preferred
- Ability to read music preferred
- Basic piano knowledge preferred (ability to identify notes on the keyboard for use with notation software)
- Experience with music and media software such as Finale, Multitracks, Ableton, or Adobe Creative Suite is helpful
- Demonstrates a growing personal relationship with Jesus Christ
- Supports the mission, values, and statement of faith of Valley Community Baptist Church
- Serves with humility, integrity, and a heart for worship ministry
- Works collaboratively with staff and volunteers to foster a culture of encouragement and excellence in worship

Ministry Responsibilities

1. Service Planning and Technology

- Maintain and update Planning Center and church database. Ensure volunteers, teams, and events are accurate and up to date.
- Maintain service details in Planning Center. Keep ministry teams informed and organized by uploading files and updating service information.
- Oversee ProPresenter preparation for worship services. Create slides, proofread content, and export service plans.
- Prepare visual elements of worship services. Ensure accuracy and clarity of slides, lyrics, and other service media elements.

2. Volunteer Scheduling and Coordination

- Maintain volunteer schedules for worship services. Schedule musicians, Scripture readers, tech team members, and other participants.
- Communicate regularly with volunteers. Ensure they are informed, supported, and prepared to serve.
- Recruit and schedule Scripture readers. Ensure they are informed, supported and prepared to serve.
- Coordinate room scheduling and logistics. Utilize Church Community Builder software to manage event details and room reservations.

3. Financial and Resource Management

- Process Worship Arts ministry expenses. Submit expense reports and payment requests, pay invoices, and maintain records of ministry purchases.
- Purchase music, videos, and other ministry materials as directed.
- Maintain ministry software and program subscriptions. Ensure renewals remain current.

4. Administrative and Ministry Support

- Coordinate piano tuning and maintenance. Schedule ongoing care of the church piano and organ.
- Print and prepare materials needed for weekend services and media volunteers.
- Support Worship Arts involvement in church events. Assist with logistics for funerals, child dedications, Kids Choir, baptisms, and other ministry events.
- Perform other duties as assigned by the Director of Worship Arts.

Key Working Relationships

- Reports to the Director of Worship Arts.
- Works collaboratively with the Associate Director of Worship Arts and other members of the Worship Arts staff.
- Partners with Administrative Assistants from other Valley Ministries.
- Works cooperatively and collaboratively with the Communications Team.

Other Details and Important Information

Exempt: No.

Status: Part time (20-25 hours per week).

Date: March 30, 2026. **Posted by:** Worship Arts Director.

Employment At-Will

All employees of Valley are at-will, and as such, are free to resign any time without reason. Valley, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will continue for any period of time.

How to Apply

If you are interested in this position, please email a cover letter and resume to Worship Arts Director Susan Hart at susan.hart@valleycommunity.cc

No phone calls please.