



## Worship & Arts Administrative Assistance Job Description

Qualifications for employment at Fellowship Bible Church include having made a life commitment to Jesus Christ and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member or willing to become one.

**Job Title:** Worship Administrative Assistant  
**Department:** Worship & Arts

**FLSA Status:** Non-Exempt/PT  
**Reports to:** Trenton Bell  
**REGULAR HOURS PER WEEK:** 15-20

*Flexibility required: Adjustment of hours may be needed based on event needs and urgent tasks.*

### Position Summary:

Assist Worship Minister with the facilitation and organization of all onboarding and recruitment efforts. This position will also facilitate the internal & external communication, coordination, organization, & execution for all meetings, appointments, services, & events that are related to Worship & Arts.

### Essential Skills & Experience:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Spiritually & emotionally healthy.
- Ability to learn and master all digital assets, organization, & communication platforms. (ProPresenter, Dropbox, Multitracks, ESpace, Touchpoint, Slack, Share Drive/OnePoint, Google Suite).
- Worship Arts culture champion.
- Takes initiative & shows an ability to anticipate needs and tasks.
- Detail oriented, thorough, and focused.
- Ability to work with a large group of people (staff, contractors, & volunteers).
- Strong computer, organizational & communication skills.
- Team player.
- Ability to collaborate and communicate effectively across ministries and with multiple stakeholders.
- Ability to build meaningful relationships and connect with individuals in a compassionate and empathetic manner.

### Key Responsibilities:

- Assist Worship Minister with the facilitation and organization of all onboarding and recruitment efforts.

- Facilitate the internal & external communication, coordination, organization, & execution for all meetings, appointments, services, & events that are related to Worship & Arts
- Coordinate, facilitate and collaborate with the Worship Minister and key stakeholders in the planning and execution of ministry-wide events, & training. This will include owning tear down and setup.
- Schedule, coordinate, direct, & assist the Communion Team.
- Ensure that all service planning resources are updated.
- Help troubleshoot, organize, and manage all digital assets and resources to ensure that volunteers and contractors have the access that they need.
- Support the Worship Minister by composing and editing emails, memos, presentations, & reports with supervisory direction (includes proofreading and correcting any grammar-related errors in order to consistently produce high quality print and digital assets).
- Coordinate logistics & workflow, facilitate communication, and procure resources for projects, events, services, & campaigns. This may include communication with internal and external stakeholders.
- Facilitate and own effective coordination for multi-team projects.
- Collaborate with the Care Team or designated lead to coordinate music for funerals.
- Ensure that our volunteer & contractor databases remain accurate and compliant with Fellowship's HR policies and procedures.
- Coordinate all meetings, meals, & appointments for the Worship Minister & Leadership Cohort, & ad hoc planning teams (includes setup and tear down as well as helping capture meeting notes).
- Plan, coordinate & execute all auditions and related onboarding efforts.
- Manage supplies for Communion & The Green Room.
- Ensure that all space reservations and resources are adequately reflected in Espace.
- Collaborate with the Worship Minister to create meaningful touchpoints for key leaders, volunteers, & contractors.
- Facilitate financial administration (expense reports & reimbursements).
- Organize, monitor and update all digital assets and subscription access.
- Collaborate with the Tech Director to ensure that all licensing and software remains updated.

## **Education and Experience**

- Associate or Bachelor's degree preferred in related field.
- Minimum two (2) years of experience that provides the required knowledge, skills, and abilities used in an office setting.
- Microsoft Office Suite proficiency and the Internet are required.
- Prior experience in a church worship and arts ministry is a plus.

## **Markers of an Ideal Candidate:**

- WORSHIP & ARTS CULTURE: J.E.S.U.S.  
*Joy, Excellence, Service, Upward, Spirit-led*
- Gospel-centered, Intercultural, Intergenerational, Transformational Discipleship.
- Commitment to Fellowship's mission and core staff values.
- Transparency, confidentiality, and professionalism.
- Team-oriented mindset with strong interpersonal skills.
- Self-motivated and takes initiative.