



Team: Worship Arts

Position Title: Worship Arts Assistant

Supervisor: Director of Worship Arts

Employment Classification/Status: Support Staff Full-Time, Non-Exempt, ~25 hours/week

Mission: *To make disciples of Jesus Christ for the transformation of the world.*

Core Values: Big Hearted, Spirit Led, Christ Minded, Bound by Love

Position Overview:

The Worship Arts Assistant is responsible for supporting the Director of Worship Arts and the worship arts team.

Essential Duties and Responsibilities:

- Invite, equip, and coordinate volunteer servants to support worship arts ministry including: communion, altar preparation, and ushering
- Attend and participate in weekly worship design meetings and additional worship arts planning meetings including taking meeting minutes
- Prepare planning center outlines for three (3) weekly services, as well as special services (i.e. Christmas Eve, Easter, etc.)
- Maintain and update the worship design spreadsheet and calendar
- Set up equipment for worship arts rehearsals (i.e. choir, bell choir)
- Assist with Rejoice! children's music program including; planning and shopping for supplies, preparing for craft lessons, organizing registration, creating name tags and attendance sheets
- File, order and catalog music as well as maintain the music library
- Order office and worship arts supplies and prepare financials
- Exhibit dedication and investment in the mission, vision and core values of Trinity United Methodist Church
- Assist and perform other duties as assigned

Education, Experience, and Certification Requirements:

Required Qualifications

- High School diploma or equivalent; however, administrative assistant experience beyond that required for the position may be substituted for required formal education
- Minimum of two years administrative assistant experience
- Team player mentality with the ability to follow directions, organize and multi-task
- Able to work independently and be self-directed and self-disciplined
- Strong attention to detail and accuracy

Preferred Qualifications

- Computer application experience - proficient in Microsoft Office and Google Applications and able to learn new worship platform software quickly

Spiritual Gifts (God-given gifts valuable in completing job duties):

- Administration - organizing people and ministries efficiently
- Encouragement - encouraging others to grow in their faith
- Helping (serving) - provide aid and relief to meet practical needs
- Hospitality - make others feel welcome and comfortable

Skill Requirements: (X = Required for job)			
X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software	X	Written communication
X	Retrieve and compile information		Public speaking/group presentations
X	Maintain records/logs		Research, analyze and interpret information
X	Verify data and information		Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks		Leadership and supervisory, manage people
X	Operate office equipment	X	Basic Mathematical concepts (add, subtract)
	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (inference, formulas, equations, statistics)

Physical Requirements: (X = Required for job)			
X	Sitting for extended periods of time	X	Lifting/carrying up to 20 pounds
X	Standing for extended periods of time		Lifting/carrying more than 20 pounds
X	Extended periods viewing computer screen		Repetitive Motions
X	Walking	X	Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing		Writing
	Other:		Other:

Hazards: (X = Required for job)			
X	Normal office environment		Electrical current
	Toxic or abrasive chemicals	X	Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts