

ADMINISTRATIVE ASSISTANT

Responsibility To: Worship Pastor

Job Description:

Purpose: To facilitate the planning and operation of the worship department and its various projects, as directed by the Worship Pastor.

Tasks:

1. Song Resources
 - a) Responsible for aiding the Worship Pastor in maintaining the worship team songbooks.
 - b) Responsible for aiding the Worship Pastor in maintaining the Computer Video Projection.
2. Worship Training
 - a) Responsible for assisting the Worship Pastor in the Annual Worship conferences or celebrations with nationally known worship leaders.
 - b) Responsible for assisting in developing worship training programs which meeting the on-going training needs of the the local church worship ministry. (IE. 6-week worship workshops)

Time Required: 0-10 hours per week

Length of Service: 1 year, renewable

Qualifications & Skills Required:

1. Must have a heart for worshipping God.
2. Must be able to handle tasks when given, with little or no supervision.
3. Must have commitment to a local church small group.

Training: OJT, conferences, books, and CDs/DVDs/podcasts relating to job function.

Support: small group, Worship Pastor available for individual needs with an appointment.