



Administrative Associate - Worship

ACCOUNTABLE TO:

Director of Worship Arts

POSITION IS:

Part Time – Nonexempt. 24 hours/week.

PURPOSE:

The Office Associate is responsible for a variety of office tasks, many of which require significant organizational skills . This role facilitates many of the details and communication related to worship services and provides administrative assistance to the Director of Worship Arts Ministry.

QUALIFICATIONS:

- Associates Degree
- Experience in an Administrative Assistant or secretarial role
- Proficient in Microsoft Word programs
- Proficient in ProPresenter and Planning Center preferred.
- Has outstanding communication skills and can efficiently produce documents that are error-free
- Outcomes Driven. Organized. Takes initiative. Self-starter. Team Player.

WORSHIP ARTS ADMINISTRATIVE RESPONSIBILITIES

1. Participate in Worship Team Evaluation and Planning meetings.
2. Support the Director of Worship Arts with communication to service participants, volunteers, tech team members, and staff.
3. Prepare documents and communications for Creative Team meetings.
4. Using the purchasing process, purchase worship elements (orchestrations, charts, specific items for services) as directed.
5. Create weekly scripts in ProPresenter for Centerpoint main campus services, special services, events, funerals and input special elements (slides/video)
6. Prepare slides (lyrics & other) with a high level of accuracy.
7. Provide organizational oversight and preparation of documents for all worship ministry events such as music, promotional cards, handouts and other elements used for rehearsals and services. Prepare worship center with items needed for special services (baptismal bowl, towels, communion tables, baskets for special offerings, items for distribution during services, etc.)
8. Oversee all preparations for videos, including "To the Point" and videos for worship services. Collect Video Request Forms and communicate with the video team (Overneath Meda or Jaime Marsman) all video needs. Communicate with those who request videos and those being requested for filming
9. Organize music database and Worship Arts Ministry library.
10. Other Tasks as requested.

Personal and Professional Growth in Leadership and Discipleship:

1. Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer, and meditation.
2. Seek and develop a relationship with a personal mentor/accountability partner.
3. Develop personal evangelism opportunities within and outside of the church.
4. Fully engage in staff discipleship initiatives and conferences at the request of the Leadership Team.
5. Fully engage in church-wide events, specifically Adventure Camp and the Global Leadership Summit, and other events as requested by the Leadership Team.
6. Pursue self-initiated professional growth through reading relevant materials and researching and attempting new strategies for reaching one's target population in ministry.
7. Give full support to the general Operating Budget of Centerpoint Church and avoid soliciting or expending funds not previously authorized.
8. Financially support the works of ministry of Centerpoint Church.
9. Maintain proper priorities in your personal life, setting appropriate boundaries as necessary.

Other Responsibilities:

1. Attend weekly worship services and attend staff prayer meetings.
2. Abide by the Centerpoint Staff Covenant and Employee Handbook.
3. Demonstrate a willingness to submit to others out of reverence to Christ as stated in Ephesians 5:21.
4. Demonstrate a commitment to handling conflict biblically, following principles in Matthew 18.
5. Regularly communicate with staff, volunteers, and the congregation in written form.
6. Punctually attend all Worship Team meetings (Creative Team, Service Evaluation and Planning Team), scheduled supervisory meetings, and staff building opportunities by request.
7. Respond in a timely manner (within 24 hours) to ministry related electronic, telephone, or personal contact.

Signed

Approved by the Executive Team, _____
6.10.18

Date