

### Job Profile

The Worship Administrative Assistant supports the Worship department and Pastor of Worship by providing administrative support, coordinating service elements for worship and scheduling the people involved in those elements for weekend services, and assisting with the planning of Faith Family, Dwell, concerts, and other special events. This regular part-time non-exempt position includes 24 hours per week and reports to the Worship Pastor.

### Job Responsibilities

#### Essential duties:

##### Worship Planning

- Coordinate the worship elements for all weekend services and all pre-service preparation for the Burnsville and Lakeville campuses
- Support worship, creative, and technology teams by supporting the onboarding of volunteers and maintain accurate volunteer records in Planning Center.
- Utilize Pro Presenter for the input of all elements of service into for weekend services, special services, and events.
- Utilize Planning Center calendars, services, and check-ins to reserve spaces, give equipment parameters, and manage band and volunteer (including elders, hosts, and special guests) schedules.
- Communicate with all service participants, based on plans developed, and support last-minute changes to services and service elements.
- Coordinate the Communion process with Communion volunteers as scheduled
- Coordinate production of cue sheet materials for weekend services, special services, and events.

##### Administrative Support

- Meet weekly with the worship team to discuss services, projects, and other ministry matters.
- Coordinate meeting calendar for Worship Pastor.
- Receive, screen, and respond to telephone calls to forward or handle appropriately.
- Manage worship ministries budget and payments/reimbursements.
- Handle all room requests and publicity requests for worship ministry meetings.

#### Other duties:

- Support the Worship Pastor in championing the ongoing development of the worship ministry's vision by implementing strategies.
- Look for ways to make things better - evaluate and improve processes.

**"We know that for those who love God all things work together for good, for those who are called according to his purpose."**

**Romans 8:28 ESV**

### Knowledge, skills, and abilities

- Model a growing, personal relationship with Jesus Christ
- Agree with the Berean Baptist statement of faith
- Maintain or establish membership at Berean Baptist Church
- Minimum of three years of experience in event planning
- Three to four years of experience as an administrative assistant
- Computer skills and ability to learn database (Planning Center) and media tools such as Pro Presenter
- Strong planning skills and ability to anticipate tasks and support needs
- Strong project management skills
- Good writing and proofreading skills
- Strong, professional relational and communication skills to build strong inter-departmental relationships
- Adeptness to work effectively with a variety of personalities, skill levels, and situations

### Work Conditions

- Working onsite in a workstation and various meeting rooms
- Involves some light lifting and managing worship supplies and equipment in the worship center
- Some hours that are outside of regular work hours – evenings and weekends, based on needs for weekend services, Faith Family, Dwell, concerts and other special events.

*This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*