



## First Evangelical Free Church Ministry Description Worship Administrative Assistant

The Worship Administrative Assistant is an important part of ministry at First Free Church, and fulfills the mission of First Free by providing administrative support to the Worship Ministry Department as they offer leadership to volunteers and the congregation in public worship and encouraging them to take next steps as followers of Christ.

### Job Description Summary

This position is a part-time, hourly position of approximately 20-25 hours per week. The Worship Administrative Assistant's primary responsibilities include:

- Serve as the administrative assistant to the Worship department.
- Assist in recruiting, leading, and supporting Worship Ministry volunteer teams.
- Serve as the contact point for communications regarding Worship services and events.

### Accountability

The Worship Administrative and Ministry Assistant is part of the Worship team and reports directly to the Worship Pastor.

### Essential Functions and Responsibilities

#### Administrative Support

- Support communication between Worship Pastor and all worship volunteers or other ministry departments including Facilities and Communication
- Attend meetings as directed by the Worship Pastor including, but not limited to: Worship Planning Meetings, Worship Staff Meetings, All-Staff Meetings, and Service Check Meetings.
- Provide all office support, i.e. check requests, bill approval, ordering supplies, etc.
- Help with recruiting volunteers for all areas of the Worship Community.
- Provide care ministry to the Worship Community.
- As requested, support the development of personal stories for testimonies to the congregation.

#### Services & Worship Community

- Assists with Worship Services.
- Coordinates with other departments as needed for participation in services or special worship events.
- Coordinates all aspects of baptisms and other worship events.
- Manages purchases as requested for sermon series.

- Coordinate Worship Community functions, i.e. celebrations, meals, special rehearsals, etc.
- Provide data management support for the worship department.
- Assist in whatever way necessary to bring Worship Community projects to fruition in a timely manner.

## Personal Qualifications

### Character and Commitment

- Has a genuine love for the Lord and other people that is exhibited through an authentic, transparent, Christ-centered lifestyle.
- Attends and is committed to the vision, values and beliefs of First Free Church.
- Has a heart for Worship Ministry and is teachable.
- Shows discernment.
- Good verbal and written communication skills.
- Team player who is able to work well with the Worship Community and other church departments.
- Can work with, motivate and encourage volunteers.
- Able to foster unity within the ministry and with other departments.
- Attention to detail and well-organized.

### Minimum Qualifications

- Proficient in the entire Microsoft Office Suite, including Powerpoint.
- Proficient in Google Productivity applications (G Suite), e.g. Google Docs, Sheets, Slides, Forms, etc.
- Strong interpersonal skills/customer service, organization and planning skills
- Maintain a positive and encouraging atmosphere for volunteers to use their gifts.
- Knowledgeable of English language and grammar.