

# CHRISTIAN ASSEMBLY C H U R C H

WORSHIP ADMIN | JOB DESCRIPTION | 20 hrs

## My Win:

I know I am winning when I am assisting the worship department fulfill its mission by providing direct administrative support and assisting in the production of weekend services.

## My Main Responsibilities:

- Be present on weekends to ensure all aspects of weekends are in place
  - stay through the end of each rehearsal to assist as needs arise
  - creating Pro-Presenter presentations for each service
  - assist production team in setting the stage for each service
  - printing and distributing music and lyrics
  - welcoming volunteers and ensuring all worship and production teams are in place
- Being on-call (via email or text) to respond quickly to last second changes and cancellations
- Attend weekly one hour worship department meeting on Tuesday afternoons
- Set positive tone and making direct, personal, and intentional contact with volunteers
- Handle all communications (phone calls, voicemails, emails, and other written correspondence) in a quick and clear manner
- Manage Planning Center
- Assist in the volunteer recruitment process
- Be present at all choir rehearsals and be the direct contact for the choir every choir weekend.
- Assist in the creation and execution of special projects as needed

## My Qualifications:

- Timeliness
- Ability to be proactive in creating communication with volunteers
- Self-motivated
- Works wells with others
- Can be trusted with confidential information
- Ability to resolve conflict

## My Expectations:

- Exemplify servant leadership
- Show humility and patience
- Willingness to learn new skills - especially skills related to video and audio production
- Communicate openly with tactfulness
- Be flexible
- Be a team player
- Grow daily as a follower of Christ

## My Circle of Influence:

- The Worship Arts Team
- The Production Team
- Volunteers

## I Report To:

- Alex Espinoza

## Reports to Me:

- Worship Arts Volunteers