



Team: Worship Arts

Position Title: Worship Arts Assistant

Supervisor: Director of Worship Arts

Employment Classification/Status: Part-Time, Non-Exempt (15 hours per week)

Mission: *To make disciples of Jesus Christ for the transformation of the world.*

Core Values: Big Hearted, Spirit Led, Christ Minded, Bound by Love

Position Overview:

The Worship Arts Assistant is responsible for supporting the Director of Worship Arts and the worship arts team.

Essential Duties and Responsibilities:

- Invite, equip, and coordinate volunteer servants to support worship arts ministry including: communion, altar preparation, and ushering
- Attend and participate in weekly worship design meetings and additional worship arts planning meetings including taking meeting minutes
- Prepare planning center outlines for three (3) weekly services, as well as special services (i.e. Christmas Eve, Easter, etc.)
- Maintain and update the worship design spreadsheet and calendar
- Set up equipment for worship arts rehearsals (i.e. choir, bell choir)
- Assist with Rejoice! children's music program including; planning and shopping for supplies, preparing for craft lessons, organizing registration, creating name tags and attendance sheets
- File, order and catalog music as well as maintain the music library
- Order office and worship arts supplies and prepare financials
- Exhibit dedication and investment in the mission, vision and core values of Trinity United Methodist Church
- Assist and perform other duties as assigned

Education, Experience, and Certification Requirements:

Required Qualifications

- High School diploma or equivalent; however, administrative assistant experience beyond that required for the position may be substituted for required formal education
- Minimum of two years administrative assistant experience
- Team player mentality with the ability to follow directions, organize and multi-task
- Able to work independently and be self-directed and self-disciplined
- Strong attention to detail and accuracy

Preferred Qualifications

- Computer application experience - proficient in Microsoft Office and Google Applications and able to learn new worship platform software quickly

Spiritual Gifts (God-given gifts valuable in completing job duties):

- Administration - organizing people and ministries efficiently
- Encouragement - encouraging others to grow in their faith
- Helping (serving) - provide aid and relief to meet practical needs
- Hospitality - make others feel welcome and comfortable