



JOB DESCRIPTION

Position **Worship Arts Administrative Assistant**
Reports to: **Events Manager**
Position Status: **Full-Time, Exempt**

Department : **Production Arts**
Effective: **April 2011**
Replaces: **All Previous**
Position Number: **RC-18-11**
Posting Date: **April 19, 2011**
1st Closing Date: **April 25, 2011**

Position Summary: The Worship Arts Administrative Assistant position exists to oversee the administrative function of the Worship Arts Department, assist in the day-to-day operations and provide support to the Technical Arts Department. The Worship Arts Administrative Assistant works under the direct supervision of the Events Manager.

Job Responsibilities and Duties:

1. Oversees all departmental administration to include but not limited: to answering and screening phone calls and emails, communicating with musicians, filing, typing, database input, copying, duplicating CDs, ordering supplies, taking notes at meetings, proofreading, updating ministry web site, web research and other administrative tasks as assigned.
2. Serves as the administrative liaison to choir leaders including directors, conductors, administrators, section leaders and key volunteers.
3. Attends and participates in weekly ministry and regular department team meetings.
4. Trains and deploys volunteers to assist with weekend service responsibilities.
5. Records volunteer hours for all Worship Arts Ministry events.
6. Works with Worship Arts Interns and volunteers.
7. Creates, updates and manages Worship Arts Databases (i.e., Songs, Musicians, live recordings, part CDs, and original recordings).
8. Manages and maintains Worship Arts accounting responsibilities and petty cash.
9. Assists with administrative responsibilities associated with recruiting new musicians and audition processes.
10. Assists in the planning and organization of department events, including Worship Arts volunteer appreciation events.
11. Manages administrative aspects of worship opportunities for Rock musicians.
12. Coordinates with Band, Choir, Orchestra and Children's Choir volunteer details.
13. Communicates with all Worship Arts volunteers.
14. Coordinates Guest Artist details.
15. Manages and maintains the Green Room.
16. Works with the Production Arts Team, which consists of Audio, Visual, Lighting, Media and Technical staff and volunteers.
17. Works with the Deaf Ministry to coordinate service details.
18. Inputs lyrics for Sunday Services and other Worship Arts events.
19. Coordinates rehearsals and services in conjunction with the Worship Arts Pastor.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Events Manager.

Job Skills and Requirements:

1. Demonstrated skills and techniques to recognize problems, issues and situations, and apply resourcefulness in finding appropriate solutions to mitigate potential negative effects. Ability to follow-through to ensure effective resolution.
2. Ability to delegate tasks and build volunteer teams.

3. Proven ability to interact in a consistently positive manner with external clientele, including applicants, volunteers, vendors, visitors and guests, using a high degree of tact, diplomacy, discretion, flexibility, respect and courtesy in gesture and speech.
4. Demonstrated ability to make independent decisions based on the vision and values of the Rock Church and the Production Arts Department.
5. Strong attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations.
6. Must possess strong computer skills including typing/keyboarding (55-60 wpm), proficiency with spreadsheets, databases, and word processing software. Windows based software (Outlook, Excel, Word, PowerPoint, Access and Publisher). Willingness to learn new technology or other skills (i.e., Encore, Finale).
7. Experience in reading music is preferred but not required.
8. Ability to be firm but gracious in dealing with staff and ministry leaders.
9. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events with poise and professionalism. Quickly adjusts to changing priorities.
10. Ability to work in a high volume environment while maintaining solid productivity and quality of work.
11. Identifies and resolves problems in a timely manner; responds promptly to requests for service and works well in group problem-solving situations; strong team player who meets commitments.
12. Self-motivated and flexible with strong organizational skills and the ability to work well with timelines and short deadlines.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Strategic Ministry Model.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of The Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-