

**Covenant Presbyterian Church
Job Description**

Job Title:	Administrative Assistant to Music and Worship
Reports to:	Director of Music Ministry
FLSA Classification:	Part-time; Hourly Non-Exempt
Employment:	Regular Part Time (20-27 hours per week)
Approved:	March 1, 2023

Essential functions

To assist the Director of Music Ministry with administrative support and tasks related to music and worship

Primary Responsibilities

1. Provide administrative support to the Director of Music Ministry including typing, emailing, mailing, filing, and communications. Complete check requests, coordinate payments with accounting, and maintain budget and financial records
2. Coordinate administrative functions of the Director of Music Ministry's office, and support the Director of Contemporary Worship and Children, Youth, and Handbell Choir Directors as needed
3. Maintain group rosters, choir folders, and robe assignments for all choirs. Communicate with and support choir members in need of assistance
4. Order, receive, and file music. Coordinate with volunteers to maintain electronic database of music and physical library. Maintain library of instrumental ensembles and accompaniments
5. Assist schedule coordination for various functions of the music and worship areas by completing request forms and contact Communications for publicity
6. Create Sunday worship bulletins each week, plus special services and concert programs as needed. Supervise volunteers who print bulletins on Fridays. Email bulletins to all worship participants. Maintain worship calendar to reflect all irregular components – stewardship, missions, baptisms, etc. Create memorial service bulletins, as needed. Create weekly Sanctuary worship slides to match bulletin content
7. Provide updated music and worship information, files, and forms to Communications for various platforms
8. Supervise worship activities and materials required for worship (e.g., liturgical paraments, communion supplies, floral arrangements, Advent candles, Ash Wednesday ashes, Palm Sunday palms, etc.)
9. Attend weekly staff and worship planning meetings. Attend other meetings as requested
10. Other duties as assigned. Subject to change

Preferred Computer Skills

1. Proficiency in Microsoft 365 and Adobe InDesign
2. Experience with Realm (church management software), Planning Center (worship scheduling), ProPresenter (interactive worship), eSpace (room reservations)

Education and Experience Requirements

1. High school diploma (or equivalent)
2. Office skills – attention to detail, proofreading, ability to learn necessary computer software
3. Communication skills – phone and written correspondence proficiency
4. Music and/or church background a plus

Work Requirements

1. Collaborate with fellow staff and membership to meet weekly deadlines for worship and events
2. Commit to the vision and mission of Covenant Presbyterian Church