

# ADMINISTRATIVE ASSISTANT

## Worship Ministry Department

### SAMPLE JOB DESCRIPTION

#### JOB SUMMARY

ABC Church is a growing body of Christ-followers who are glorifying God by following Jesus. ABC Church is anchored by history and tradition. Yet, ABC Church moves toward the future not bound by history and tradition. The message and purpose never change, but the means and methods to communicate and live out that message do. We work toward our spiritual development and that of others by using modern tools and techniques. ABC Church believes our call is not just to believe in Jesus Christ, but to serve as living examples of God's presence and grace in the world. We exist to grow disciples, connect communities, and serve the world.

ABC Church provides a great work atmosphere in a friendly, casual environment. ABC Church helps each employee fulfill God's calling and purposes by utilizing their God-given gifts and talents for the glory of God. ABC Church values each employee and treats each employee with honor, respect, and dignity. As a result, employee turnover is low.

ABC Church does not discriminate based on age, race, skin color, national origin, gender, marital status, disability, or pregnancy under the laws applicable to the Church. As a religious organization, the law allows the Church to discriminate based on religion and religious beliefs, and it does so.

All employees must agree with and abide by ABC Church's Statement of Faith. It can be found at [INSERT CHURCH WEBSITE LINK TO STATEMENT OF FAITH].

Our Worship Ministry Department embraces contemporary worship styles while retaining a traditional worship style in certain services. The Worship Pastor supervises the Administrative Assistant for the Worship Ministry Department and in the performance of his/her duties at ABC Church. This position helps the Worship Pastor become more efficient and effective in his or her position. The Administrative Assistant's responsibilities, as outlined below, help members and attendees experience effective and genuine worship of God when they attend a service.

The Administrative Assistant will be expected to support the ministries and ministers of the Church in a spirit of teamwork and offer his or her time, skills, and gifts as they apply to the ongoing welfare, ministry, and edification of the Church.

The Administrative Assistant is a full-time position that works 40 hours per week and is classified as a non-exempt position. Hours may be flexible. This position does not qualify for the ministerial exception.

#### SPIRITUAL AND PERSONAL QUALIFICATIONS

- Maintains a life of personal and spiritual development and accountability, modeling as an active member of ABC Church
- Refrains from any social or private behavior considered or interpreted as unbecoming a Christian and a devoted follower of Christ
- Exemplifies the utmost integrity and demonstrates character that is "above reproach"
- Makes his/her spouse and family a priority by striking an appropriate balance between ministry requirements and a biblical family focus

#### RELATIONSHIP TO THE CHURCH, PASTOR, AND STAFF

- Practices a philosophy of following pastoral leadership
- Demonstrates loyalty to the Church, Lead Pastor, and Supervisor(s)
- Demonstrates a desire and ability to help make other staff successful

- Relates well to others on a professional and personal level
- Maintains the highest level of confidentiality

## **MINIMUM SKILLS AND QUALIFICATIONS**

- High school diploma/GED
- Knowledge of administrative procedures
- Oral and written communication skills and abilities to interact with the public
- Strong computer skills, including the ability to utilize the internet and Microsoft Office applications (Word, Excel, PowerPoint, Access)
- Ability to organize multiple tasks and complex projects, often simultaneously
- Desire to serve others
- Ability to be a team player
- Ability to work a flexible schedule
- Experience working with accounting and budgeting spreadsheets
- Ability to manage and lead others
- Ability to use Publisher/graphic programs
- Demonstrate talent in the use of creative graphic arts
- Ability to lift five pounds and carry it for up to 50 feet
- Ability to sit for an extended time at a desk

## **DESIRABLE SKILLS**

- Read and understand music scores
- Enjoy Christian music of all genres
- Understand the role music plays in the Church
- Experience participating in music ministries of the Church

## **STAFF ACCOUNTABILITY**

- Demonstrates an attitude of professional excellence in working with each ministry area
- Creates and maintains a work environment consistent with the Church's culture
- Exemplifies a positive, "can-do" attitude
- Participates in weekly staff meetings
- Understands that our staff works together as one for the health of the whole Body of Christ, for the glory of God, and for the unity of our staff
- Performs other duties as assigned by the Worship Pastor

## **PRIMARY ADMINISTRATIVE RESPONSIBILITIES**

- Serves the administrative needs for the Worship Department and the Worship Pastor
- Ability to learn and operate the church phone system
- Ability to use church management software and Microsoft Office 365
- Appropriately address inquiries regarding the Church's worship ministries
- Manages internal and external email
- Maintains and organizes office and places orders for supplies through Procurement
- Prepares reports, spreadsheets, and presentations using Office 365 as required
- Schedules appointments as required
- Maintains monthly activity calendar as required
- Manages church management software for member and visitor information and runs reports as needed

- Schedules events and meetings for the Worship Ministry in the Church calendar
- Helps organize and coordinate Worship Ministry events as required
- Provides general administrative support
- Receives and sorts mail and deliveries
- Prepares and edits documents as directed by the Worship Pastor
- Contributes to Worship Ministry by accomplishing tasks as directed by the Worship Pastor
- Desires ongoing personal, spiritual, and professional growth and development
- Coordinates all office ministry assistants and volunteer duties
- Assists the Worship Pastor and Choir President with communication within the Worship Department
- Assists the Worship Pastor in preparing and adhering to the Worship Ministry budget
- Provides weekly Worship Ministry attendance reports to the Worship Pastor
- Keeps track of hospital list and prayer needs within the Worship Ministry
- Communicates the need for follow-up calls by the Worship Pastor related to the hospital list and prayer needs

## COMPENSATION

The cash compensation for this position ranges from \$34,330 to \$54,113, depending on qualifications, experience, and tenure with the Church.

This position is eligible for generous fringe benefits as described in the Employee Handbook.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature of person authorized to make employment decision*

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature of new employee*

## Conditions of Employment

Your employment is subject to the Church policies outlined in the ABC Church Employee Handbook. Your signature below acknowledges your receipt of a copy of the current ABC Church's Employee Handbook and Statement of Faith. Your signature demonstrates your agreement with the Statement of Faith and your agreement to follow it as long as you are employed with ABC Church. You also acknowledge that your employment is on an at-will basis, meaning that your employment may be terminated at any time and for any reason and at the Church's sole discretion.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature of new employee*

**NOTE.** Not every component listed in this sample should go into every job description. Instead of a rigid guide to job descriptions, churches should allow the sample to trigger thoughts and ideas as the church drafts its job descriptions.

*This sample is provided by [Frank Sommerville](#), a senior editorial advisor for Church Law & Tax and a shareholder in the law firm of [Weycer, Kaplan, Pulaski & Zuber, P.C.](#) in Houston and Dallas, Texas. Sommerville holds a license as a Certified Public Accountant. He is also Board Certified in Tax Law by the Texas Board of Legal Specialization. He is rated AV (highest possible) by Martindale-Hubbell Legal Directory.*

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