

Administrative Assistant to the Global Worship Pastor

Purpose:

The Administrative Assistant to the Global Worship Pastor will provide administrative support in worship and production to help further the mission and ministry of Bell Shoals Church.

Hours: Sunday-Thursday, 40 hours per week

Reports to: Global Worship Pastor

Responsibilities:

- Provide support to the Global Worship Pastor and Production Director
 - Manage all worship ministry and production event calendar requests.
 - Send out weekly scheduling to all volunteers.
 - Operate and manage the Planning Center Online program.
 - Cultivate a healthy contact with all of our worship ministry volunteers.
 - Communicate with the Global Worship Pastor and Production Director with printed monthly budget updates and full reports.
 - Manage and report all copyright and licensing. (Rehearsals and Services).
 - ProPresenter: Input all lyrics for Sunday services, Wednesday rehearsals, and special events.
 - Provide leadership in managing basic office supplies.
 - Update and maintain attendance statistics.

- General Responsibilities
 - Represent the Global Worship Pastor in a professional manner at all times, both during business hours and in personal life.
 - Use of internal systems such as Espace, Ministry Platform, Planning Center Online, and ProPresenter.
 - Manage budget accounts, purchase orders, check requests, and transfer requests for worship and production.
 - Complete other assigned tasks to advance the ministry and mission of Bell Shoals Church.
 - Be a staff member that has a commitment to excellence, heart to serve, spirit of humility, conviction to lead, focus on team, culture of fun, and passion for people.

Qualifications:

- A college degree is preferred, but not required.
- Musical background/knowledge is preferred, but not required.
- Passionate and enthusiastic about the mission of Bell Shoals Church.
- Effective written, verbal, and interpersonal communication skills.
- Excellent organization skills and attention to detail, including computer skills.
- Ability to maintain confidentiality concerning personnel, volunteers, and families.