



JOB DESCRIPTION:

Administrative Assistant to Worship and Production Ministries

SUMMARY: The Administrative Assistant will provide clerical and organizational support for the Worship and Production Ministries.

REPORTS TO: Pastor of Creative Arts **STATUS:** Non-exempt/FT **SUPERVISORY ROLE:** No

QUALIFICATIONS: This person must be spiritually mature, humble, trustworthy, flexible, faithful, and possess a servant spirit. In addition, this individual must possess good administrative, organizational, and computer skills with the ability to accomplish tasks with excellence, and implement ministry initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

Worship and Production:

- Manage department calendars, produce correspondence, and complete monthly financial reports
- Produce brochures, posters, postcards, and other ministry materials
- Create PowerPoint for weekend messages
- Plan team appreciation events and other special events as needed
- Communicate with Worship Team members regarding music, chord charts, and scheduling
- Communicate with Production Teams regarding scheduling and training
- Respond to requests for information and involvement in Worship/Production Ministries
- Catalogue, file, and post online weekend worship service videos and production elements
- Procure supplies and equipment for Worship/Production departments
- Maintain weekend service orders and ProPresenter playlists
- Report and communicate licensing needs
- Manage Green Room supplies and setup
- Update and maintain ministry webpages
- Maintain general look and appearance of Main Lobby
- Manage and facilitate Lobby Table requests for HBC-D ministries
- Manage organization of volunteer teams for stage and building decorating

Support

- Support administratively the Graphics Design Department, as needed
- Support administratively the Facilities Manager, as needed
- Answer, screen, and direct incoming office calls, as needed
- Serve others, as needed

IN GENERAL: This person will do what is necessary to assist the Senior Pastor and the Pastor of Creative Arts in fulfilling the mission and initiatives of Harvest Bible Chapel – Davenport.

This job description was updated in February 2018 and is subject to review and revision, as needed. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.