



## **Job Description**

**Position:** Worship and Creative Arts Assistant      **Primary Reporting Relationship:** Worship Pastor  
**Classification:** Full-Time, Non-Exempt (32 hrs/wk)      **Secondary Reporting Relationships:** None  
**Ministry Area:** Worship and Creative Arts

**Interfaces:** Church, school, and preschool staff members, volunteers, and other stakeholders as identified and appropriate.

**Our vision:** To saturate the 4B Area with the gospel by restoring people, families, and churches. (The 4B Area refers to the geographic area of Southeast Houston from the Beltway to the Beach and the Bay to Brazoria County.)

**Profile:** Our organization has a culture led by a collaborative and cohesive team that is dedicated to accomplishing our vision while living a lifestyle that demonstrates our **Values:**

- Gospel Restoration
- Spirit and Truth Empowerment
- Relentless Love
- Hands-On Service
- Kingdom Partnership

**Job Purpose:** The Worship and Creative Arts Assistant will be the lead support staff member for calendar, volunteers, budget, media, ministry, and alignment. This person will work closely with the Worship Pastor and the worship/creative arts staff to ensure the vision of the worship ministry is implemented to serve God through the vision and mission of Bay Area Church. The Worship and Creative Arts Ministry is comprised of the Worship Ministry and the Technical Arts and Communications Departments.

### **Major Responsibilities:**

- Provide support for all aspects of the Worship and Creative Arts Ministry of Bay Area Church
- Provide support for the recruitment, supervision, and coordination of worship leaders, volunteers, staff, and students who are involved with the activities of the Worship and Tech Arts departments
- Manage correspondence, appointments, and schedules of Worship Pastor
- Direct communication interdepartmentally between the Worship and Creative Arts Ministry and all other departments and ministries organization-wide
- Oversee booking for Worship Center and Student Worship Center venues on campus, and coordinate worship and tech needs for events
- Complete any necessary business documents or applications
- Provide feedback to assist with the formation of budgets for the Worship and Creative Arts Ministry
- Establish and maintain computerized financial records and reports, and make recommendations for purchasing, to include office materials and subscriptions (Planning Center Online, Vimeo, data storage, online resource, etc.)
- Administer tracking of Worship and Creative Arts income and expenditures, to include the preparation and submission of expense reports, check requests, purchase orders, and BACS Event Fees
- Maintain credit card reconciliations for Worship, Tech Arts, and Communications departments
- Assist in preparing details and execution plan for all aspects of Worship and Tech Arts events, including but not limited to room reservations, advertising, production, food and refreshments, personnel and volunteers to achieve event objectives

- Manage entry and tracking of worship and tech team volunteers and PT employees in Planning Center Online
- Assist in preparation and distribution of media slides, lyrics, cue sheets, charts, roadmaps, decorations and green room supplies for Sundays, Mid-Week, Chapel, and other church and school special events as needed
- Assist in documentation of on-campus and online service gathering metrics
- Initiate and implement improvement in department systems to maximize efficiency in fulfilling the vision and upholding the values of Worship and Creative Arts Ministry
- Other duties, as assigned by Worship Pastor

#### **Required Skills and Abilities:**

- Possesses excellent organizational skills and is capable of managing time efficiently
- Possesses basic computer skills and knowledge of word processing programs (Microsoft Word, Excel, PowerPoint). Prefer experience with Planning Center Online, media file management systems, and an understanding of production equipment.
- Is familiar with basic office equipment (multi-line phones, fax machines, and scanners)
- Must possess strong written and verbal communication skills
- Demonstrates strong multi-generational interpersonal skills and maintains a professional and friendly demeanor
- Exhibits ability to maintain composure in stressful situations / interactions
- Can maintain a high degree of confidentiality
- Must be able to work effectively across multiple departments and demonstrate active cooperation on a campus that shares facilities with a Christian School of 800+ students, to include a cooperative spirit with supervisors, department team members, co-workers, and volunteers
- Preference will be given to candidates who are members of Bay Area Church

#### **Education and Experience:**

- High school diploma or GED is required; preference will be given to candidates who have completed some college coursework
- 2+ years of previous experience in an office environment preferred

#### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. All physical requirements, job duties and abilities are subject to possible modification to reasonably accommodate individuals with a qualified disability.

1. The employee is regularly required to use their hands and fingers, to include: Fingering - picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling; Grasping - applying pressure to an object with the fingers and palm. Repetitive motion - substantial movements (motions) of the wrists, hands, and/or fingers.
2. Talking – the employee will be required to express or exchange ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
3. Hearing- the employee will be required to perceive the nature of sounds at normal speaking levels with or without correction. Employee will need to possess the ability to receive detailed information through oral communication, and to make the discriminations in sound.
4. Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical activity will also involve: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, and lifting. If the use of arm

and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading. Activities occur inside and outside, and the worker is subject to both environmental conditions.

I have received, reviewed and fully understand the job description for the position of **Worship and Creative Arts Assistant**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I understand that this job description is not designed to contain a comprehensive list of all of the activities, duties, or responsibilities that are required of an employee for this job, and that the responsibilities and activities may change at any time with or without notice.

Employee Name (Print) \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_