

Worship Arts Administrative Assistant

Job Title: Worship Arts Administrative Assistant

Reports to: Worship Director

Department: Worship Arts

Hours: Part-Time (up to 29 hours) – non-exempt

Monday: 9am – 3:30pm

Tuesday: 9am – 3:30pm

Wednesday: 9am – 3:30pm

Thursday: 9am – 3:30pm; 5:30pm – 8:30pm

Position Summary: This position supports the administrative needs of the Worship Arts Ministry.

Responsibilities:

- **Worship Arts Team:**
 - Committing to our 23 Staff Culture Fundamentals
 - Being an active leader and contributor to our WA Team Nights
 - Providing legendary service & hospitality to all our ministries, volunteers, and the staff members we work with and serve.
 - Being an active pursuer of God’s Word and individual and group prayer
 - Being a team player by being open and flexible to fill non-traditional roles/hours if the need arises.

- **Administrative Support:**
 - General office support (copy/scan/fax), phone calls, schedule appointments, conduct research.
 - Maintain records for all Worship Arts meetings.
 - Schedule/reserve resources for worship arts events.
 - Manage WA details and timelines for the church-wide calendar (Grid Process)
 - Fulfilling designated office hours for available assistance to
 - Maintain all communication for various worship arts events.
 - Provide food/setup/cleanup for backstage/Green Room before, during, and after the Sunday worship service in Appleton.
 - Collect and submit receipts for purchases made for the Worship Arts Department as needed.
 - Managing and organizing contracting payments
 - Assist Appleton and Hortonville Worship Directors with administrative tasks including emails and calendar scheduling.
 - Other administrative tasks as assigned.



- **Sunday services support:**
 - Assign staff/volunteers to maintain the Green Room and backstage before, during, and after each Sunday worship service.
 - Developing processes with Worship Leaders and Production leads to schedule Sunday morning volunteers
 - Primary point of contact for Worship Arts staff and volunteers
 - Provide feedback of the rehearsals and services to Worship Arts staff

Position Requirements:

- Must have an active and growing relationship with Jesus Christ with a passion to see people grow in their relationship with Him
- Must have at least 2 years of experience in an administrative office role
- Proficient in Microsoft Excel and Word with ability to learn new programs/systems/software.
- Some musical ability preferred
- Previous ministry experience preferred
- Ability to multitask in a fast-paced environment
- Excellent communication skills
- Ability to work well with volunteers and other WA staff members
- Ability to work additional hours during busy seasons

STRATEGIC FRAMEWORK

Vision/Purpose: Connecting the world with God and one another.

MINISTRY VALUES

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do.
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer.
3. God's Word is truth, and we trust it above anything else to make a lasting impact on those we touch.
4. Individual and corporate worship is critical to our spiritual health and relationship with God.
5. Our fellowship is focused on shepherding and caring for one another.
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact.
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people.
8. We will never lose sight of our vision.

MINISTRY PHILOSOPHY

Simple Purpose, Simple Church

Our purpose is simple: Connecting the world with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy.

Strategic and Effective

We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of "success" will be conversions, baptisms, spiritual growth and maturity, and the completing of the Great Commission.

Felt Needs First, Prescribed Needs Second

We will seek to meet people's felt needs first, then move people to the "prescribed" needs outlined in the Bible.

Come and See – Go and Be

We will partner with the congregation in doing Kingdom work. The staff's role will be to provide clear vision and effective programming. The congregation's role will be to invite people to come and experience what God is doing through Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the

reality of Jesus Christ by sharing Christ's love through personal evangelism, community service and world missions.

Healthy Relationships

We work together as a team. We keep short accounts, will not let conflict simmer and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom building.

Servant Leadership

We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church.

Stronger Together

We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one.

Complementarian

Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men.

Healthy Leadership

We are healthy, high-capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping our priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community.

Equip Future Leaders

We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations.