



## Worship Administrator for Hope Lutheran Church

### Purpose statement:

Seeking a Worship Administrator who is a resourceful and highly organized individual who primarily supports the Worship Director and his/her team by carrying out administrative duties and projects. Administrative duties span the entire worship experience including but not limited to scheduling worship teams for practices/services, management of song library, creation of worship slides, communion ordering and preparation, and crafting communications on worship.

### Responsibilities:

- Provide administrative support for the Worship Director and Worship team, including ceremonies such as funerals
- Provide administrative support to Brockport Campus Director
- Prepare weekly worship slides for all services
- Populate and maintain all Worship Planning, Libraries and Metrics documents within Planning Center and Church Management System, ensuring compliance with all regulations
- Manage Worship Storage Space.
- Back Up for Receptionist

### Qualifications:

- Ability to listen attentively and verbalize effectively to ensure that the intended meaning, feeling, focus and details of issues, events and collateral pieces are communicated with excellence both verbally and in writing
- Independent self-starter with ability to work well with minimal oversight
- Skilled at setting priorities
- Organized with the ability to prioritize and manage multiple projects simultaneously
- Demonstrated proficiency in software applications including Microsoft Office or Google Workspace.
- Experience in or ability to learn Planning Center, Church Management Software, and ProPresenter

### Prerequisites:

- Profess Jesus Christ as Savior and Lord
- Aligned with Hope vision, mission and values
- Minimum of 3 years of experience in an administrative and/or personal assistant role in a church or business setting
- Proven knowledge and experience of audio systems and large-format consoles
- Musical background and/or audio/visual experience is a bonus.

Reporting Structure: Reports to the Director of Worship

Pay Structure: Part Time 20-25 hours per week

Commitment: Minimum of 2 years