

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Job Title: Worship Ministry Assistant **Department:** Worship
Recruited By: Roger Cullins **Reports To:** Roger Cullins
Location: Cypress **Status:** Full Time Non Exempt
Employment Category: IV

Summary of Position: Worship Ministry Assistant

Purpose: The purpose of the Worship Ministry Assistant is to provide administrative leadership for the objectives of the Worship Ministry. This would primarily be for the weekly tasks including weekend worship services, but also as a facilitator for preparing details for all special events and gatherings of Worship Ministry at Cypress.

Duties and Responsibilities:

- Assist with administration in all aspects of the Worship Ministry of Cypress campus
- Check emails and communication lines and respond in a timely manner
- Proactively communicate logistics and schedules with volunteers and leadership
- Respond promptly to critical needs
- Communication liaison between the departments of Worship Ministry, Production and all other ministries and services
- Coordinate Volunteer Teams for worship ministry and special events
- Assist in church-wide special events
- Assist in setup and worship needs on Sunday morning for worship services. Instrumentalists, Production coordination, Green Room refreshments, Platform setup, cue sheets, charts, roadmaps, platform diagram for placement of band and worship leaders
- Manage all files and records of Worship Ministry
- Setup for Singers (worship choir) Wednesday evening rehearsals
- Setup and catering for Monthly Band Rehearsals
- Setup for "Go Team" quarterly meetings
- Manage correspondence, business documents, faxes, mail, phone calls for Worship Minister
- Maintain and communicate necessary information regarding the Worship Ministry to various departments
- Calendar: Update and maintain Worship Ministry calendar. Set up meetings as requested
- Accounting: maintain financial records and reports
- Prepare and submit expense reports, check requests, and purchase orders
- Event Planning: Prepare and execute details for all aspects of event, including but not limited to (Room reservations, advertising, production, food and refreshments, personnel and volunteers) to achieve event objectives
- Catered Event Planning: Manage all aspects of catered events for the department, including set up, timeline for event to run efficiently, food and beverage orders, preparation and delivery, clean up and volunteer hosts needed
- Manage entry and tracking of worship team members and volunteers in Planning Center and Rock

- Assist in other aspects of Worship ministry when assigned by supervisor (special projects, conferences, special events, etc.)
- Execute protocol for placing new singers and instrumentalists into worship ministries, teams, and choirs
- Initiate and implement improvement in department systems to maximize efficiency in fulfilling the vision and upholding the values of Worship Ministry
- Recruit and lead Hospitality Team for Worship and Gather events
- Assist with general execution of special projects for audio/video recording
- Prepare tracks for Sunday worship and special events
- Music Direct and play Bass for Sunday worship services and special events

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Language skills | <input checked="" type="checkbox"/> Math skills | <input checked="" type="checkbox"/> Reasoning ability |
| PC skills: <input type="checkbox"/> Windows | <input checked="" type="checkbox"/> MS Office | <input checked="" type="checkbox"/> MS Outlook |
| <input checked="" type="checkbox"/> Administration | <input checked="" type="checkbox"/> Service to others | <input type="checkbox"/> Teacher/Leader |
| <input checked="" type="checkbox"/> Good Communication skills | <input checked="" type="checkbox"/> Team builder | <input checked="" type="checkbox"/> Self-disciplined |
| <input type="checkbox"/> Servant leader | <input checked="" type="checkbox"/> Decision maker | <input checked="" type="checkbox"/> Strong work ethic |
| <input checked="" type="checkbox"/> Empathy for ministry partners | <input checked="" type="checkbox"/> Attention to detail | |

Education and/or Experience: Select all that apply

- | | | |
|---|---|---|
| <input type="checkbox"/> College graduate preferred | <input checked="" type="checkbox"/> Administrative Experience | <input type="checkbox"/> Personnel Management |
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Organizational Relationships: Reports to Worship Minister

Prepared By: Roger Cullins

Title: Worship Minister

Date Prepared or Revised: July 10, 2023

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name