



MANHEIM BIC CHURCH

## MBIC Worship Admin Assistant (PT)

Ministry Description, 12/1/2024

**Position Title:** Part-Time **MBIC Worship Admin Assistant**

**Job Summary:** The MBIC Worship Administrative Assistant will work 10 hours per week to support our Worship Ministries in fulfilling our church mission: "to initiate and nurture a growing relationship with Christ."

This role provides essential administrative and organizational support to the Worship Director, ensuring the planning and execution of weekend worship services. The assistant will coordinate schedules, manage communication with worship team members, and handle logistics for rehearsals, services, and special events. By maintaining efficient workflows and systems, the Administrative Assistant enables the Worship Team to lead the congregation in meaningful worship experiences.

This position is ideal for someone passionate about worship, detail-oriented, and motivated to serve in a collaborative church environment. The Administrative Assistant will work closely with the Worship Director and a service planning team to ensure elements of worship services align with the church's mission and vision. The assistant helps create a worship atmosphere that facilitates reflection, response, and spiritual growth by supporting the Worship Director and team. This individual must embody a heart for worship and exhibit a positive, professional attitude in all interactions with staff, volunteers, and the church community.

This role works alongside the Worship Director and AV Tech Director and serves over 30 volunteers.

### **Key Responsibilities:**

1. Schedule volunteer worship team members to serve during weekend services and special events.
2. Assist in recruiting new members of the worship team.
3. Manage service planning and team scheduling through Planning Center Online
4. Lead weekly Service Planning Meetings
5. Participate in creative arts planning for sermon series, holidays, and special events.
6. Assist the Worship Director in fulfilling worship and music needs for MBIC special events (e.g., Maundy Thursday, Weddings, Funerals, etc.).
7. Help coordinate and execute regular Worship Team gatherings.
8. Lead Sunday morning worship at least 1x/month.
9. Assist with team care
10. Support the Kids and Youth Worship Administrator with Family Ministry worship efforts.

### **Key Competencies**

1. Demonstrable growing relationship with Jesus Christ
2. Ability to serve as a spiritual role model by demonstrating a commitment to Christ and spiritual maturity (1 Timothy 3, Titus 1).
3. A member of MBIC in good standing or in the process of becoming a member.
4. Ability to work ahead, plan, organize, delegate, and communicate well.
5. Ability to self-initiate projects and develop/improve workflows,

6. Willingness to lead with a professional and positive attitude that supports the core values of Manheim BIC and other church ministries.
7. Ability to remain calm in tough situations and critically evaluate helpful solutions.
8. Alignment with the beliefs and practices of the Brethren In Christ denomination.
9. Completion of all required FBI, State Police, and child abuse clearances before the start date.
10. Basic understanding of essential musical concepts (chord structure, harmony, rhythm, tempo, etc) and ability to communicate these effectively with volunteer musicians and vocalists when necessary.
11. Ability to read chord charts and transcribe chord charts for songs when needed.

### **Reporting Relationships**

- The Worship Director oversees this role. All positions are accountable to the Lead Pastor.
- Annual Performance Reviews will be conducted and reviewed with the supervisor and Volunteers.

Send Resume & Cover Letter to:

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