

Montgomery Community Church Position Description

- Title:** Worship Arts Assistant Director
- Classification:** Full-Time; Salaried Up to 40-50 hrs/wk
- Benefits:** As indicated in the MCC Employee Handbook
- Purpose:** The primary purpose of this position is to assist the Worship Arts Pastor, assist/lead in worship services, assist in music directing, and administrative duties to support the Worship Arts Pastor.

Responsibilities:

A General

- 1) Create rehearsal tracks and Ableton live sessions for worship services.
- 2) Assist Worship Arts Pastor with leading/playing music for Sunday services.
- 3) Directing the Worship Arts Band during Sunday services.
- 4) Maintain music library and organization on Planning Center online.
- 5) Provide service-related songs media content (Lyrics-Pro Presenter).
- 6) Support the administration function for Worship Arts department, including planning and brainstorm meetings.

B Operations

- 1) Ensure Master Calendar and ServiceU are incorporated in the scheduling process, ensure scheduling the Worship Center follows approval processes.
- 2) Organize Worship Arts room for meeting team needs.
- 3) Organizing Planning Center (arrangements/songs/rehearsal tracks).
- 4) Manage budget input with Worship Arts Pastor (purchase/supply/tracking).
- 5) Coordinate events for worship ministry groups and core nights.
- 6) Assist with AV needs for smaller events as needed and directed.
- 7) Assist with video capturing and editing as needed and directed.
- 8) Provide administrative support to ensure continuity for Christmas and Easter services/events, planning documentation, communications, and responsibilities for the Worship Arts Team.

C Other

- 1) Committed follower of Christ.
- 2) Convey MCC's Christian message and carry out its mission by exemplifying and promoting biblical values and fostering life-giving relationships with congregants, visitors, vendors, and other staff, while serving in this ministry role.
- 3) Give full commitment in word and deed to support the faith tenants and cultural expectations of MCC.
- 4) Value and develop strong/positive relationships via teams comprised of church staff, ministry partners, families, and lay leadership.

- 5) Foster high levels of cooperation and effectively work in a team environment with quality relationships and respect of each member's giftedness and unique abilities.
- 6) Proactively grow and develop leadership gifts through training opportunities.
- 7) Ability to work with a teachable heart, good attitude, and unified spirit.
- 8) Other duties as assigned.

Performance Expectations:

- A All written communication is clear, accurate, and provided in a timely manner.
- B Alignment of priorities and deliverables is proactively maintained with supervisor on a regular basis.
- C Administrative support and all job duties are completed in an efficient, effective, accurate, timely, and professional manner.

Qualifications:

Knowledge and Experience

- 1) Associate degree in music/or closely related field strongly recommended, however a bachelor's degree is preferred.
- 2) Worship experience with music and technology in modern worship environment with 2 years' experience is highly desired.
- 3) Proficiency with computers; Internet, MS Office Suite.
- 4) Band experience is required.
- 5) Some administrative assistant experience desired.

Skills

- 1) Knowledgeable with Digital Audio Workstation programs (Ableton/Logic ProX/ Pro Tools).
- 2) Knowledgeable with video editing (Final Cut ProX or Premier Pro).
- 3) Previous church/volunteer experience is required.
- 4) Ability to use Planning Center.
- 5) Knowledge and experience with playing a musical instrument.

Spiritual Gifts

- 1) Service
- 2) Care

Reports to: Worship Arts Pastor