

Montgomery Community Church

Position Description

Title: Worship Arts Administrative Assistant

Classification: Part-Time, Non-Exempt, Up to 24 hrs/wk

Benefits: As indicated in the Employee Handbook

Purpose: The purpose of this role is to provide administrative, logistical, and volunteer support that enables the Worship Arts Pastor and team to plan and lead worship ministry effectively and in alignment with MCC's mission.

Responsibilities:

- 1) Provide administrative support for the Worship Arts Department, including scheduling, communications, and documentation.
- 2) Manage rehearsal, meeting, and event logistics (room bookings, calendars, and Planning Center updates).
- 3) Assist with volunteer scheduling, communication, and preparation of worship resources (song sheets, slides, team note, etc.).
- 4) Maintain organization of the Worship Arts Room and digital/physical files.
- 5) Support budget tracking, expense reporting, and purchase requests.
- 6) Perform other duties as needed to support the Worship Arts Pastor and team.

Performance Expectations:

- 1) Communicate clearly, accurately, and in a timely manner.
- 2) Regularly align priorities and deliverables with supervisor.

Spiritual Expectations:

- 1) Maintain a growing relationship with Jesus Christ and consistent devotional life.
- 2) Be or become an active member of Montgomery Community Church.
- 3) Demonstrate Christ-like character, humility, flexibility, and a team spirit.
- 4) Support and live out MCC's vision, mission, values, and biblical foundations.
- 5) Build positive relationships with staff, volunteers, and congregants.

Qualifications:

- 1) Strong organizational skills and attention to detail.
- 2) Proficiency in Microsoft Office Suite and ability to learn Planning Center and eSPACE.
- 3) Excellent verbal and written communication.
- 4) Ability to manage multiple tasks and deadlines in a part-time schedule.
- 5) Administrative experience preferred
- 6) Flexibility to work evenings and weekends as needed.

Reports to: Worship Arts Pastor