



## Job Description

<b>Title</b>	Worship Arts Administrative Assistant
<b>Department</b>	Worship Arts
<b>Status</b>	Full Time with Benefits (Non-Exempt)
<b>Reports to</b>	Executive Minister of Worship Arts

### **POSITION PURPOSE**

Provide support for the Worship Arts team as they plan and produce the various components necessary for Hope Lutheran's worship gatherings to fulfill Hope's mission "to encourage all people to know the love of Christ".

### **POSITION RESPONSIBILITIES**

- Develop, maintain, coordinate, and communicate all worship requirements with the Worship Arts team, pastors, worship leaders, accompanists, cantors and office staff
- Review all worship service scripts and work with Worship Arts Director and Pastors to fill personnel and content gaps
- Serve as primary communicator between worship team members, worship leaders, accompanists, cantors, all choir directors, instrumentalists, and guest artists
- Create and provide worship scripts for pastors, leaders, team members, choirs, worship techs, ushers, readers and guest artists
- Ensure distribution of all worship supplies to all campuses (digital slides, bulletins, scripts etc.)
- Work with the Communication Team to prepare printed and video promotions used in worship
- Prepare bulletins for all worship services in conjunction with the Communication Team
- Prepare music and sermon slides as needed for worship and funerals
- Maintain music library
- Update music licensing to maintain copyright requirements
- Order all altar care supplies for worship (i.e. Poinsettias, palm branches, Easter flowers, altar candles, candlelight candles etc.)
- Organize worship calendar and schedule, and participate in planning meetings with worship arts team and pastors
- Document and communicate outcomes from all Worship Arts staff meetings
- Prepare schedules and communicate with worship volunteer's (scripture readers, musicians etc.)
- Participate on the Communication team
- Provide support to the Hope Music Academy

### **REQUIRED SKILLS AND ABILITIES**

1. Healthy interactive skills
2. Good written and verbal communication abilities
3. Ability to thrive in a team-based ministry
4. Ability to organize and prioritize, with an acute sense for detail and accuracy
5. Proficient computer skills including Microsoft Office, and the ability to learn new software programs
6. Commitment to the mission and core values of Hope Lutheran Church.

John Bedore  
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Worship Arts  
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### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.