



ADMINISTRATIVE ASSISTANT FOR WORSHIP ARTS 2025

1.0 FUNCTION

To support the Worship Arts staff, volunteers, and the body at North Hills Church through all services and events related to music and corporate worship. The Administrative Assistant for Worship Arts must be able to represent with authentic agreement the church's positions and explain both the content and the heart in interactions with the church family and those outside the church membership in all ways required as a result of the ongoing duties of the job.

2.0 RESPONSIBILITIES

2.1 Scheduling

- Provide administrative support for the Worship Leader and Pastor of Worship Arts and Communication
- Schedule and facilitate auditions, creativity meetings, instrument maintenance, etc.
- Assist in the organization of special events as needed
- Maintain current active team member list

2.2 Worship Services

- Collaborate with worship staff to curate service order
- Track all songs used in worship services
- Maintain CCLI tracking and reporting
- Prepare song slides for all Sunday services
- Prepare song slides for all events including worship songs
- Coordinate volunteer help for worship related needs
- Facilitate weekly Worship Arts Planning Meeting
- Facilitate weekly Worship Arts Team Meeting
- Manage service order
- Communicate service order weekly to staff and volunteers
- Create weekly notebooks for musicians

2.3 Support

- Coordinate the green room including providing food (via volunteers) and managing inventory and supplies
- Maintain and reconcile budgets for Worship and Technical Services
- Handle all copyright matters related to music ministry
- Attend Thursday evening and Sunday morning rehearsals when necessary
- Participate in Tuesday morning team meetings
- Train volunteers to utilize Planning Center for all communication
- Work with Technical Director to keep back stage organized
- Attend monthly administrative assistant meetings
- Attend quarterly meeting with Administrative Assistant Lead

3.0 ACCOUNTABILITY

The Administrative Assistant for Worship Arts is accountable to the Pastor of Worship Arts and will report on all activities on a regular basis or as requested.