

Position Focus Sheet
Ingleside Baptist Church
Macon, Georgia

1. Position title: Assistant to the Worship Arts Pastor/Team Leader

2. Purpose of position: The position of Assistant to the Worship Arts Pastor/Team Leader is to help provide excellence in Worship Arts at Ingleside by assisting the Worship Arts Team Leader and the Worship Arts Team in a variety of ways.

3. Reports to: Worship Arts Pastor/Team Leader

4. Relates Closely with: Worship Arts Team

5. Continuing Responsibilities:

Administrative Support

- Assist Worship Arts Pastor with calendaring, emails, phone calls, and other communication
- Assist with preparation and setup for rehearsals and Sunday Worship
- Maintain filing systems
- Help research creative ideas, music, resources, or other items as requested

Ministry Team Support

- Purchase, distribute, and maintain storage of music and Worship Arts related materials
- Submit and maintain Worship Arts eSpace requests
- Assist in administration of Planning Center Online
- Maintain TouchPoint requirements for Worship Arts
- Administrate CCLI and other license requirements
- Help keep Worship Arts working environment warm, hospitable, and welcoming
- Have a growth orientation and attitude of encouraging others to participate on a Worship Arts Team
- Statistics and metrics management

Financial Management

- Work with Worship Arts Team regarding purchasing to ensure that adequate research and analysis is occurring so that we receive the most beneficial cost for goods purchased
- Administrate purchase orders and reports as needed for Worship Arts Team

Meetings Management

- Prepare agendas and/or minutes for meetings as requested
- Participate in meetings as necessary or requested
- Track action items for Worship Arts Team Leader and other staff members and follow up to ensure completion

Event Management

- Work with food service ministry surrounding conferences, concerts, or other Worship Arts events
- Assist with menu planning and coordinate décor

Other Responsibilities

- Assist with preparation and setup for Sunday Worship and extra rehearsals and worship arts events
- Ensure that proper attendance is being reported for Sunday Worship Arts Teams
- Assist Worship Arts Teams as available
- Host special guests, speakers, or artists who may be visiting on a Sunday
- Have a critical eye and ear to help raise the level of excellence
- Office work, volunteer training, or music library work as appropriate

6. Primary strengths/gifts/talent required:

- Deep devotion and love for God and His Word
- Highly relational
- Disciplined
- Ability to work with computers
- High-capacity worker
- Self-starter
- Ability to work with a team
- Quick learner
- Ability to attract others to the Worship Arts Ministry
- Willing to engage with others in accountable relationships
- Committed to the vision, mission, and values of Ingleside, both as an employee and a church member

7. Time required in position:

- 35 hours per week
- Time for this position would include Monday – Thursday office hours
- Wednesday nights, Sunday mornings, and periodic events
- Senior Adult Thanksgiving Service (Friday before Thanksgiving)
- Weekly Staff Meeting (Currently Tuesdays at 1:30 p.m.)

8. Principle minimum requirements:

- High School Graduate
- College degree preferred
- High competency of computer skills and systems