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| Worship Ministries | Administrative Ministry Assistant |

 **POSITION FOCUS**

#### POSITION PROFILE

The focus of this ministry position is to serve the vision of Centre Street Church as a member of the CSC Worship Team by contributing to the systems that provide engaging, effective and creative worship experiences.

 **POSITION QUALIFICATIONS**

1. A fully devoted follower of Christ, teachable, accountable, servant-oriented and spiritually minded.
2. Carries a philosophy of worship ministry that aligns with that of CSC.
3. Has proven experience performing administrative duties.
4. Has relevant post-secondary education and/or equivalent ministry experience (minimum 2 years).
5. Is a team player as evidenced through previous performance and experience.
6. Demonstrates strong organizational and communication skills.
7. Has a proven balance of people and organizational skills, with the ability to work effectively and have fun in a multi-person open office environment.
8. Demonstrates a proven ability to deal with diversity and change on an ongoing basis.
9. If married, demonstrates a strong and healthy marriage and family, with spousal commitment to their calling into ministry, including spousal involvement in the life of CSC as a participating member.
10. Has a good working knowledge of programs such as Microsoft Outlook, Word, Excel, PowerPoint and Finale and is able to learn ProPresenter, Planning Center Online, etc
11. Is committed to a high work ethic and the demands associated with ministry.

 **PERFORMANCE STANDARDS**

1. Understand, support and comply with CSC’s Membership Covenant, Statements of Faith (as defined in the General Operating Bylaws and Letters Patent) and Statement of Theological Principles and Ministry Practices.
2. Adhere to and uphold CSC’s Personnel Policies, Team Values and Staff Code of Conduct.
3. Follow established coaching and performance management models.
4. Attract, recruit, empower, develop, retain and shepherd volunteers.
5. Execute the role to the glory of God, with excellence and an exemplary work ethic.

 **POSITION EXPECTATIONS**

1. Worship Administrator:
	1. Participate in worship-related meetings.
	2. Act as the communication hub for CSC worship team: Direct and coordinate information flow within the team as well as externally.
	3. Act as the key communication & contact point for staff, volunteers, pastors, other departments and external areas.
	4. Support key leaders and volunteers as required.
	5. Complete general administrative duties including meeting minutes, database maintenance, scheduling and bookings, procurement, cheque requests, departmental reports, etc.
	6. Coordinate vendor relationships including account management.
	7. Assist with coordination and organization of information for upcoming services as needed.
	8. Assist with planning and coordination of non-service events such as volunteer appreciation and team events.
	9. Be available on weekends to be a staff presence as necessary.
2. Choir & Orchestra Administrator:
	1. Oversee the music library including external orders, copyright compliance, photocopying and distributing music packets (with volunteers) at the beginning of each season.
	2. Lead and care for and grow an administrative volunteer team
3. Communion Coordinator:
	1. Plan for and communicate the annual communion schedule.
	2. Coordinate volunteers for preparation, serving and clean-up of communion each time (approximately 10 times per year).
	3. Lead and care for and grow the communion team.
4. General Responsibilities:
	1. Actively participate in staff meetings, retreats, organizational development days, all-team days, membership meetings and special events designated by Senior Leadership as required.
	2. Fulfill other duties as requested.

**Additional Staff and Leadership Expectations**

*Understand, adhere to and champion established staff culture and leadership standards:*

1. Actively participate in or lead a missional community group.
2. Participate in externally focused events and activities.
3. Create and maintain a written Accountability Agreement.
4. Serve as a contributing member on the Worship staff team.
5. Actively participate in staff meetings, retreats, organizational development days, all-team days, membership meetings and special events designated by Senior Leadership.



##### POSITION SALARY

**SUPERVISOR**

##### POSITION

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| Permanent 30 hours/week |  Worship Pastor | Salary range within CSC guidelines |