

## Job Description

<b>Job Title:</b>	Traditional Worship Administrative Coordinator
<b>Ministry Team:</b>	Traditional Worship
<b>Job Classification:</b>	Hourly Non-Exempt
<b>Reports To:</b>	Director of Traditional Worship
<b>Typical Weekly Hour:</b>	25 hours

### Position Summary:

This position will coordinate the many administrative needs of Traditional Worship to ensure that all aspects of the ministry function smoothly each week.

### Roles and Responsibilities:

- Update Planning Center each week with necessary elements for Sunday worship each week.
- Recruit and schedule volunteers for Sunday services; communion servers, acolytes, crucifers, readers, etc.
- Oversee the volunteer Acolyte Coordinator, who will be responsible for acolyte and crucifer training.
- Print Order of Worship and Planning Center worship plans for each Sunday.
- Communicate Sunday plans with ushers / greeters each week.
- Ensure the sanctuary is ready for Sunday morning worship each week.
- Oversee Sanctuary Volunteer Team to make sure communion elements are prepared each month.
- Submit scripture / lyrics for services each week to tech support.
- Update Asbury Central regularly so that all Traditional Worship volunteer and staff groups have current information.
- Work with volunteers to keep all databases for the Asbury Music Library up to date.
- Maintain the Traditional Worship calendars so that all aspects of the ministry are coordinated and prepared for adequately. Dot connect with ministry leaders to disperse pertinent information as needed.
- Work with the Traditional Worship Director to make sure that robes and stoles are kept clean and in good repair.
- Prepare and submit Ministry Fact Sheets for Traditional Worship. Be aware of changes and submit adjustments to schedule or specifics as needed.
- Order music and music-related items for all Traditional Worship ministries.
- Oversee filing for music – choirs / orchestra / etc.
- Write purchase orders and submit to finance office as needed.
- Ensure that background checks and minor protection policy requirements up to date for all volunteers.
- Reconcile the monthly Traditional Worship credit card and submit to Finance office.
- Monitor the Traditional Worship budget to monitor monthly totals.
- Attend weekly Worship Design meetings, monthly Admin Staff meeting, and All-Staff meeting

### Qualifications / Knowledge, Skills, Abilities:

- High School diploma required: BS/BA desired
- One year experience (paid or volunteer) in a church ministry.
- Solid grounding in scripture and evidence of a growing relationship with Christ.
- Knowledge of MS Office products and high administrative skills.
- Excellent communication skills both verbal and written
- Self-starter that can work independently, and as part of a team.
- Leadership skills for directing volunteers
- Excellent time management skills.