



GREENHOUSE CHURCH

Job Description

Job Title: Worship Administrative Assistant

FLSA Classification: Non-Exempt

Salary Grade Range: \$13/hour

Reports to: Worship Director

Date Created: August 2023

Job Summary/Purpose:

This position is a part-time position. The Greenhouse Worship Administrative Assistant is responsible for assisting the Greenhouse Worship staff with the administrative tasks for the Worship ministry department.

Duties/Responsibilities:

- Assist in Volunteer Onboarding Process which includes, scheduling, tracking progress, and communicating expectations for auditions, shadowing, and feedback calls with prospective and incoming volunteers.
- Collaborate with the Worship Staff to plan team rosters and other various needs, such as Staff Prayer teams, Devo set teams, weekly service teams, and special events.
- Participate and take accurate notes during any Greenhouse Worship meetings; make sure follow-up and action steps are added to Monday.com in the appropriate areas.
- Attend Greenhouse Church staff meetings as required.
- Coordinate with the Worship Director on communicating and renting equipment from vendors for College services and other special events.
- Help to maintain, innovate, and create our current and future administrative Worship systems and processes including, but not limited to:
 - Planning Center Online, Slack Communication, Monday.com, Google Calendar, Google Drive, Worship Team Roster management, etc.
- Regularly update the Worship Director and worship staff on any outstanding tasks that require their attention.
- Other duties as assigned or needed.

Required Team Norms & Character Attributes

Must Be Willing to Uphold and Champion the Following Team Values:

- o Seek discernment with the team ensuring the Holy Spirit and prayer come into play *for our decisions*
- o Recognize and value the differences in others- treat w/ dignity, respect, grace
- o Communicate openly and honestly without fear of repercussion
- o Proactively ensure every voice matters - listen for understanding more than talking *at* others
- o Resolve and/or eliminate "under the table" issues
- o Proactively contributing to the staff culture
- o Actively assists in creating, participating and utilizing effective feedback loops for the benefit of team culture

Must Have the Following Character Attributes:

- o Places a high value on unity (Eph 4:3)
- o Lives a life above reproach (1 Tim 3)
- o Models a life of holiness, purity and integrity (Heb 12:14)
- o Has a good grasp of scripture and not given to untested points of view (Col 2:8)
- o Devotes themselves to prayer (Col 4:2)
- o Has a persevering spirit and soul (Jam 1:4).
- o Is strong and stable and not given to double-mindedness (Jam 1:8)
- o Is quick to listen, slow to speak and slow to be angry (Jam 1:19)
- o Has a calmness of spirit and does not over react (Prov 29:20)
- o Displays loyalty to other team members (2 Tim 4:9-18)
- o Displays a positive attitude (Phil 4:8)

Work environment: Church; Office; occasionally remote as approved by Worship Director

Physical demands:

- Able to lift up to 35 pounds and move furniture
- Ability to sit in front of a computer screen for prolonged time

Travel required: 2-3 times per year

Time requirement: 20 Hours per week

Required Schedule: Monday - Thursday: 10:00 am - 3:00 pm. Any changes to the expected schedule should be approved in advance with the Worship Director.

Other Hours: Set schedule approved by Worship Director,

Required Skills and Abilities

- High school education or equivalent
- Highly organized with a track record of paying attention to administrative details
- Ability to translate large ideas into detailed actionable steps.
- High level of tenacity to see projects and tasks through to completion
- Active listening and excellent note-taking skills
- Willingness to create team accountability for completing tasks and goals on time
- Growth mindset when it comes to new processes and skills
- Forward thinking, energetic and creative.
- Well-developed computer skills and experience in the use of Microsoft Office (i.e.: Word, Excel, etc.), Google Drive, and additional skills as needed.
- Strong interpersonal skills including written and verbal communication and the ability to work collaboratively towards building a stronger, healthier team culture.
- Pursuit of progress to help bring about the mission and vision of Greenhouse Church.

Preferred education and experience

- Experience in administrative role is a plus
- Experience with Monday.com or similar project management software

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Manager _____ Date _____

HR _____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____