

Stonebriar

community church™

JOB TITLE: MINISTRY ASSISTANT/WORSHIP & MUSIC

REPORTS TO: PASTOR WORSHIP AND MUSIC MINISTRIES

JOB PURPOSE:

To provide quality administrative, organizational and computer support, as well as ministry coordination, to the Pastor of Worship and Music, meeting or exceeding Stonebriar Community Church's (SCC) standard of excellence and spirit of gracious service.

MISSION STATEMENT:

To effectively assist the Pastor of Worship and Music and to coordinate all aspects of his ministry at SCC.

DUTIES AND RESPONSIBILITIES:

Including but not limited to:

Worship and Music:

- Assist in the all of the administrative details for the church's instrumental and choral ministry groups as requested.
- Prepare worship music folders for all accompanists involved in worship services.
- Manage membership rosters for all music ministry ensembles.
- Maintain worship and music ministries calendar and scheduling of worship center.
- Maintain music library and database.
- Attend regularly scheduled meetings of the Worship Choir Leadership Council.
- Assists the Associate Pastor of Worship and Music with any duties that support him in performing his ministry role at Stonebriar Community Church.

TEAM MEMBER CONTRIBUTION:

Actively contributes to the improvement of the ministry of Stonebriar Community Church and provides prayerful support.

- **Teamwork:** Functions well with co-workers, treating them with honor and grace.
- **Spiritual Encouragement:** Encourages spiritual focus and commitment by modeling the Core Values of Stonebriar Community Church.
- **Improvement of Ministry Operations:** Contributes toward the improvement of the ministry as a whole.

QUALIFICATIONS:

- Proficient computer skills.
- Proficient writing and speaking skills.
- Commitment to act in accordance with God's Word in regard to personal holiness and dedication to the Lord.

- A teachable and open attitude.
- Commitment to the Statement of Faith and Core Values of Stonebriar Community Church.
- Membership in the church as soon as practicable after joining the staff.

JOB STATUS:

- Executive Assistant level
- Full time—40 hrs.
- Full benefits
- Exempt