



Job Profile

JOB TITLE: MINISTRY ASSISTANT FOR CHILDREN'S CHOIRS, WORSHIP AND MUSIC

REPORTS TO: DIRECTOR OF CHILDREN'S CHOIRS

MINISTRY PURPOSE:

Love God, Love Others by upholding the ministry values of Stonebriar Community Church (SCC), cultivating intimacy with God, and leading others toward Christian maturity. This position is to provide quality administrative, organizational, and computer support, as well as ministry coordination, to the Director of Children's Choirs, meeting or exceeding Stonebriar Community Church's (SCC) standard of excellence and spirit of gracious service.

MISSION STATEMENT:

To effectively assist the Director of Children's Choirs in carrying out the administrative and organizational aspects of the Children's Choir Ministry.

MINISTRY RESPONSIBILITIES:

Including but not limited to:

- Answer basic questions about the church's faith, providing religious resources, or praying with someone if requested.
- ***Worship and Music:***
 - Assist in all the administrative details for the children's and youth choir programs.
 - Prepare and distribute weekly classroom materials for each of the children's choir rehearsal rooms.
 - Manage membership rosters and attendance for all children's and youth choir members and leaders.
 - Maintain children's choir calendar and the scheduling of rooms and set-up needs in eSpace.
 - Communicate regularly with each choir director to find out classroom needs.
 - Line up choir leader substitutes as needed.
 - Train and oversee weekly check-in volunteers.
 - Communicate regularly and build relationships with parents and choir leaders via phone, e-mail, and in person.
 - Oversee Atrium set-up, folder preparation, and food orders for Saturday rehearsals and Sunday performances. Be present to assist with logistics on those Saturdays and Sundays (approximately 5 to 7 weekends per year.)
 - Assist in planning children's choir ministry special events.

- Complete and submit monthly children's choir expense report.
- Send bi-weekly timesheet reminder for children's and youth choir personnel.
- Label, catalogue, and update music library for all children's choir repertoire.
- Attend regularly scheduled children's choir and all-staff meetings.
- Coordinate and communicate with supervisor regarding responsibilities to be managed on site or remotely.

MINISTRY QUALIFICATIONS:

CHARACTER

- Maintain a personal relationship and growing intimacy with Jesus Christ.
- Have a servant's heart with integrity and honesty.
- Possess a teachable and open attitude.
- Function well with coworkers, treating them with honor and grace, and providing prayerful support—a team player.

Philosophy of Ministry

- Be an active part of a staff family that values abiding in Christ and growing together in that pursuit, as we joyfully do life and ministry together.
- Embrace our staff ministry values: character in ourselves, honor to others, grace in our relationships, excellence in our pursuits, and glory to our God.
- Work with others in accordance with this statement: *We want more for each other than from each other.*
- Be in full agreement with and committed to the Statement of Faith of SCC.

Competency

- A hard worker with initiative
- Relates well to the public
- Proficient computer skills
- Proficient writing and speaking skills
- Membership in the church as soon as practicable after joining the staff

JOB STATUS:

Part time: 20 hours per week

Hourly

Non-exempt

Increased hours are likely during peak seasons and special projects.

Decreased hours are likely over the summer.