



Bethel Church Job Description

Job Title: Administrative Assistant for Worship Arts Ministry

Prepared: January 2026

Position Overview

Provide administrative support to the Worship Arts Pastor and the Bethel Worship Arts Ministry team.

Since this is a Christian ministry, any person holding this position shall fulfill the associated responsibilities in a personal and professional manner that provides a positive witness for our Lord Jesus Christ.

Responsibilities

Administrative support to all functions of the Worship Arts Ministry including but not limited to:

- Resource and event scheduling for Worship Arts Ministry using CCB, including applicable room and resource approvals.
- Organizing and tracking of bills and receipts, including submission of weekly log sheets.
- Music copying and preparation for Band, Choir, and Orchestra.
- Order supplies for Worship Arts Ministry.
- Help coordinate and schedule meetings between volunteers and the Worship Arts Pastor.
- Administrate the setup of communion, when applicable.
- Act as Liaison to the Head Usher for details and events.
- Other administrative tasks as assigned by the Worship Pastor.

Qualifications

Character Qualities

- Spiritual maturity as evidenced by a commitment to Christ and the fruit of the Spirit
- Servant-leader: a gracious spirit and commitment to serving and helping others
- Takes initiative to openly communicate with other staff members and is responsive to others in their communication.
- Personable, friendly, courteous, responsive
- Takes initiative to resolve conflict in a biblical manner.
- Teachable
- Confidential
- Team player

Skills and Talents

- Must possess excellent organizational skills and be able to plan and implement a variety of types of programs.
- Ability to be self-directed, needing minimal supervision.

- Must have effective oral and written communication skills and be able to approach others in a personable way to win their confidence and support.
- An eye and heart for hospitality.
- Ability to effectively serial-task, meet deadlines, and maintain composure under pressure.
- Energized by non-routine assignments.
- Creative and innovative, able to solve problems.
- Able to handle confidential matters and material with excellence.
- Enjoys working in a team environment and works well with others.

Education and Experience

- Music or arts background preferred
- Regular attender of Bethel Church preferred
- Heart for corporate worship preferred

Reporting Relationships

Immediate Supervisor

- Worship Arts Pastor

Partners with

- Worship Arts Ministry Staff
- Worship Arts Ministry volunteers
- Bethel Staff

Status and Work Schedule

- This is a non-exempt, part-time position working approximately 10 hours per week. Specific hours are flexible and determined in coordination with the Worship Arts Pastor.
 - Weekly worship planning meeting.
 - Weekly meeting with Worship Arts Pastor.
 - Monthly staff meeting.
 - Monthly Administration Assistant meeting.
 - Special events as needed including very occasional Saturday or Sunday.