

## **Worship Ministry Administrative Assistant West University Baptist Church - Houston, Texas**

### **Principle Function**

This full time position assists with all administrative duties in support of the Music and Worship Ministry and Worship Pastor of West University Baptist Church (WUBC) under the supervision of the West University Baptist Church Worship Pastor.

### **Primary Duties and Responsibilities**

- Serve Music & Worship Ministry as administrator and front-line communicator
- Manage and coordinate all activities and personnel pertaining to the music library, ordering, cataloguing and maintaining all printed and electronic music, choral, vocal and instrumental
- Manage in Planning Center all of WUBC's music/worship ministries, scheduling musicians and media personnel for all worship, including weekly worship services, weddings, funerals, and special events.
- Attend all regular music/worship ministry meetings, serving as recording secretary where needed
- Maintain updated lists of all music/worship personnel, vocal and instrumental ensembles, worship band, and media teams – in Planning Center Online, Fellowship One and wherever else needed to maintain excellence in communication and organization with these teams.
- Prepare worship guides for Sunday services and music/worship concert events, managing changes and updates in Planning Center, and preparing and printing Sunday's 8:30 worship guide
- Prepare lyric slides for all of WUBC's worship services
- Serve as liaison to the CityRise Communications Team for WUBC's music/worship ministry
- Manage church calendar for all music/worship ministry events, including regular weekly rehearsals, retreats, meetings, and concerts
- Coordinate music/worship set-up needs with facilities staff
- Oversee regular maintenance of music/worship instruments (pianos and sanctuary organ)
- Prepare and print regular rehearsal sheets (Grace Notes), newsletters (Prelude) for music/worship ministry, and send all correspondence, email and US mail
- Assist Sanctuary Choir officers, scheduling and attending meetings, and serving this leadership body  
Give support to all current music ministry groups (Sanctuary Choir and Orchestra, Children's Choirs, Prime Time Singers) as well as those that are yet to be formed.
- Perform other duties as assigned and needed

### **Essential Qualifications**

The ideal candidate will be a professing Christian who currently faithfully worships in a protestant/evangelical church, will have a servant heart, and hospitable spirit and ideally will plan to be fully involved as a participant in the worship ministries of West University Baptist Church. She/he will have experience and training in church music/worship ministry, and will value the entire spectrum of music expressions within the church. Experience and familiarity with computer platforms, including Planning Center, ProPresenter, and Microsoft Office (Word, PowerPoint, Excel, Outlook and Teams).