



ADMINISTRATIVE ASSISTANT - WORSHIP MINISTRY

At The Grove we are being changed by God to reach all people. Worship is an integral part of how God shapes us, helping us see and know him for who he truly is, and respond with reverence and obedience. The Grove's Administrative Assistant for the Worship Ministry will oversee all administrative duties, working closely with the Worship Minister and focusing on communication and organizational tasks. Proactivity, follow-through, and positivity are critical to success in this position.

Reports to: Worship Minister
Works with: Worship Arts Team, staff, volunteers
Works: Part Time – 15-20 hours per week, Hourly

ADMINISTRATIVE OVERSIGHT — 80%

- Serve as point of contact for Worship Ministry communications.
- Manage calendaring and meetings/events.
- Take notes at weekly meetings; circulate email recaps of meeting discussions.
- Interface with Accounting department: prepare purchase orders, reimbursement requests, track budget, and other financial responsibilities.
- Attain proficiency in church database system and enter worship events and needs into database.
- Manage and process volunteer applications, workflows, and live scans.
- Input volunteer information into church database; clean out volunteer database and maintain accurate volunteer records.
- Maintain communication/correspondence with volunteers; send out email newsletters to volunteers.
- Coordinate administrative aspects of auditions.
- Maintain upkeep of green room and ensure it is prepared for volunteers with program supplies and snacks.

OTHER – 20%

- Attend church all-staff meetings, weekly sermon/service planning meetings, worship team meetings, devotions and trainings.

*Before submitting a resume and cover letter, please read The Grove's **Statement of Faith and Foundational Beliefs**. All applications confirm they have reviewed and are in full agreement with each part of the Statement of Faith and Foundational Beliefs. Submission of a resume and cover letter constitutes an affirmation of alignment with The Grove's Statement of Faith and Foundational Beliefs.*