HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Worship Ministry Administrative Assistant **Department:** Worship / Gathering

Hired By: Minister of Worship Gatherings **Reports To:** Minister of Worship Gatherings

Campus: The Loop **Status:** Full Time Non-Exempt

Employment Category: IV

Summary of Position: The Worship Team Administrative Assistant serves as a key administrative, organizational, and communication partner to the Minister of Worship Gatherings and the Worship Ministry team. This role helps create organizational excellence behind the scenes so that the Worship Ministry can effectively shepherd people, prepare worship gatherings, develop teams, and execute ministry events.

The Administrative Assistant will oversee ministry communication, scheduling, room and event coordination, licensing and reporting, choir administration, and the day-to-day administrative needs of the Worship Ministry.

The ideal candidate is highly organized, proactive, relational, detail-oriented, spiritually mature, an excellent communicator, and able to manage multiple priorities in a fast-paced ministry environment.

Purpose: The purpose of this position is to serve the administrative needs of the Worship Ministry with Godliness, Effectiveness, and Excellence.

Duties and Responsibilities:

<u>Worship Ministry Administration.</u>

- Maintain ministry calendars and annual planning documents.
- Help coordinate staff meetings, retreats, team meetings, and special gatherings.
- Prepare meeting agendas and materials when requested.
- Assist with purchase requests, invoices, reimbursements, and administrative documentation.
- Assist with onboarding administrative processes for Worship staff and volunteers.
- Help maintain staff and volunteer information within appropriate church systems.
- Help create repeatable administrative systems that make the Worship Ministry more efficient.
- Serve as the administrative coordinator for Worship Ministry events and spaces (Book rooms, rehearsal spaces, offices, venues, and other church facilities)
- Maintaining the Tunnel / stocking & ordering supplies.
- Oversee the Worship Ministry's administrative responsibilities related to music licensing and reporting.
- Serve as a reliable administrative liaison between Worship and other areas of the church.
- Serve as the primary host in the Gathering Suite.

<u>Administrative Support for the Minister of Worship Gatherings</u>

- Coordinate meetings between the Minister of Worship Gatherings and staff, volunteers, pastors, musicians, vendors, and ministry partners.
- Help maintain organized digital files, documents, schedules, and ministry resources.
- Assist with travel, itineraries, registrations, and other logistics as needed.
- Provide general administrative support on projects and initiatives led by the Minister of Worship Gatherings

Worship Team Communication

- Assist with regular communication for the Worship Ministry's volunteer teams.
- Help create a consistent communication culture across all Worship Ministry teams.
- Develop systems that help the ministry run more efficiently.
- Help establish scheduling deadlines and rhythms for Worship Ministry teams.
- Coordinate schedule changes and communicate them appropriately.

Choir Administration & Ministry

- Manage choir communication.
- Use ROCK to maintain accurate choir rosters.
- Assist with choir onboarding and registration.
- Assist with choir-related room reservations and logistics.

Special Projects and Ministry Initiatives

- Provide administrative and logistical support for major Worship Ministry initiatives and seasonal events, including Christmas and Easter services, conferences, worship nights, songwriting initiatives, choir initiatives, team development, volunteer appreciation, retreats, concerts, and other special events.
- Serve as a primary Safeguarding Screener and systems manager for the Worship Ministry.
- Other duties may be assigned based on the needs of the Worship Ministry.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

☒ Language skills ☒ Math skills ☒ Reasoning ability

Computer skills: ☐ Windows ☒ Mac ☒ MS Office ☒ MS Outlook

☒ Administration ☒ Service to others ☐ Teacher/Leader

☒ Good Communication skills ☐ Team builder ☒ Self-disciplined

☒ Servant leader ☐ Decision maker ☒ Strong work ethic

☒ Empathy for ministry partners ☒ Attention to detail

Education and/or Experience: Select all that apply

☒ College graduate preferred ☒ Administrative Experience ☐ Personnel Management

☐ Church Staff experience preferred ☐ Other:

Organizational Relationships: Reports to Minister of Worship Gatherings

Working Conditions: Select all that apply

☒ 40 hour work week ☐ Additional hours as needed ☒ Occasional off campus activities

☐ Continuing Education ☐ Specialized training ☐ Occasional travel

Prepared By: Chris Colee **Title:** Minister of Worship Gatherings

Date Prepared or Revised: September 23, 2026

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

_____ _____

Employee Signature **Date**

_____

Print Name