

## **Worship Ministry Administrator**

### **POSITION DESCRIPTION**

#### Scheduling (3 hours per week)

- Phone calls and emails to set appointments for worship pastor.
- Schedule all worship and production teams for Sunday worship services and special events.
- Phone calls and emails with scheduled team to solve any scheduling problems.
- Send out emails to communicate planning timelines, due dates, important services.

#### Worship Service Coordination (3 hours per week)

- Schedule and attend worship planning meeting.
- Send out email with service details to worship team, front of house, producer, usher leaders.
- Upload all mp3 files, song charts, attachments to PCO weekly.
- Updates service times, songs, elements on PCO as needed weekly.
- Print song charts and worship plans, and production sheets weekly.
- Create feedback report from Sunday Worship Services and send to pastors.

#### Special Events Coordination (2 hours per week)

- Coordinate quarterly meetings with worship volunteers.
- Coordinate monthly special services and events with worship volunteers.
- Communicate all room and tech needs for special events.
- Create and update Planning Center Online plans for all special events.

#### Pro Presenter (1 hour per week)

- Update Pro Presenter with song files, backgrounds, sermon slides weekly.
- Oversee the upgrade to ProPresenter 6 across our computers.
- Update list of volunteers who are trained on ProPresenter monthly using Foundational/Acceleration/Multiplication model.
- Set up and schedule use of Pro Presenter for special events.

#### Song Administration (1 hour per week)

- Update Song History Chart.
- Send out Song History Chart to worship pastor and key leaders monthly.
- Complete CCLI license reporting weekly.

## **QUALIFICATIONS**

- Attend a Harvest Palos Small group and Sunday Service on a weekly basis.
- Become a member at Harvest Palos.
- Abide by all expectations in the staff manual.
- Ability to master multiple technical platforms and programs (Planning Center Online, Pro Presenter). Training will be provided.
- Should be highly organized and motivated to solve problems immediately, who thrives with many projects open at once, is independent and achieves results with minimal oversight.

## **SCHEDULE & COMPENSATION**

- 10 hours per week - all of these hours are spent in administration; serving during worship events is not part of the paid position.
- Work will primarily be done at the church, but some work may be done from home.
- Coordinator will be on call to oversee special events as needed.
- Position is paid \$10 per hour