



**Job Title:** Worship Administrative Assistant **Reports to:** Executive Assistant to the Senior Pastor

**FLSA Classification:**  Exempt  Non-Exempt **Date Drafted:** January 2026

**Status:**  Full-Time  Part-Time, Hourly **Hourly rate:** \$18-20/hr (depending on experience)

**Position Collaborates with:** Worship clergy, Contemporary Worship Leader, Director of Music and Arts, Production Manager.

#### Position Summary

The Worship Administrative Assistant is a part-time position (20 hours per week, Monday through Thursday) responsible for providing administrative and logistical support for weekly and special worship services. With a possibility of an additional 5 hours per week during Christmas and Lenten/Easter seasons. This role supports worship by managing worship materials, maintaining Planning Center, and coordinating sacramental and special services in collaboration with clergy and worship staff.

#### Position Responsibilities - Essential

##### Worship Planning & Service Support

- Prepare the worship bulletin (weekly and special services) using information from Planning Center
- Create and format bulletin inserts using content from the Senior Pastor and Director of Communications
- Ensure worship materials are accurate, timely, and consistent with church branding and the liturgical calendar
- Print, fold, and distribute worship bulletins for Sunday services, ensuring placement in designated areas
- Attend weekly Worship meeting and weekly Contemporary worship meeting.

##### Planning Center & Systems Management

- Maintain and update Planning Center with special services, events, and service elements as directed by clergy or ministry directors
- Ensure accuracy of worship schedules, service components, and special liturgical notes
- Serve as a primary Planning Center contact for worship-related questions and updates

##### Sacramental & Special Service Coordination

- Schedule baptisms based on clergy direction and schedule availability
- Coordinate directly with families to provide clear information about baptism dates, preparation, and day-of expectations
- Schedule weddings in coordination with clergy and worship staff
- Communicate with the Wedding Planning Committee as needed to support worship-related details
- Schedule recognition of new members within worship services in coordination with the Pastor of Engagement

##### Administrative & Clergy Support

- Provide administrative support to clergy as it relates to worship

This is not a contract. Nothing in this document will alter the At-Will Employment Relationship.



- Support the Executive Assistant and Executive Assistant to the Senior Pastor with other administrative tasks as assigned

#### **Essential Qualification**

- Experience in an administrative or ministry support role, preferably in a church or non-profit setting
- Experience with church management software (Planning Center preferred) or demonstrated ability to learn similar systems

#### **Essential Skills**

- Strong organizational and communication skills
- Proficiency in Microsoft Office suite, especially Word, Excel, and Outlook
- Ability to manage multiple priorities and remain accountable to fixed weekly deadlines in support of Sunday worship services
- Demonstrated reliability in meeting weekly production deadlines for worship materials
- Comfortable communicating with clergy, staff, and congregants
- Strong attention to detail with a pastoral, service-oriented mindset

#### **Preferred Skills**

- Experience with Adobe Creative Suite and/or Canva
- Familiarity with worship materials and bulletin layouts.



# BUNCOMBE STREET METHODIST CHURCH

Mental & Physical Demands – ADA Guidelines				
Physical Demands				
Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Lifting Requirements				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Pushing and Pulling Requirements				
12 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Definitions				
<b>N/A</b>	<b>Not Applicable</b>	Activity is not applicable to this occupation		
<b>O</b>	<b>Occasionally</b>	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
<b>F</b>	<b>Frequently</b>	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
<b>C</b>	<b>Constantly</b>	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

*The organization has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the organization reserves the right to change this job description and/or assign tasks for the employee to perform, as the organization may deem appropriate.*

---

Print Employee Name

Employee Signature

Date Signed

---

Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed

This is not a contract. Nothing in this document will alter the At-Will Employment Relationship.