

JOB DESCRIPTION

WORSHIP AND ADULT DISCIPLESHIP ADMINISTRATIVE ASSISTANT

VIENNA PRESBYTERIAN CHURCH

JOB CATEGORY: Administrative

POSITION TITLE: Worship and Adult Discipleship Administrative Assistant

CLASSIFICATION: Full-time (40 Hours), Non-exempt, hourly

REPORTS TO: Managing Director

DIRECT REPORTS: None

SUMMARY OF THE POSITION

The primary goal of this position is to provide the administrative support for the areas of worship and adult discipleship.

Due to the nature of church business, this position will often be privy to personal matters concerning staff, congregation members and members of the community. This position requires complete confidentiality in the execution of tasks concerning such information.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES; ESSENTIAL FUNCTIONS

Provide Administrative Support for Worship Ministries and Events

- Reserve VPC facilities and resources, including Zoom channels, for worship services and worship-related groups and events.
- Prepare worship spaces for special services, working with communion, usher, and facilities teams.
- Provide administrative support, including but not limited to sending emails, mailings, scheduling meetings, scheduling speakers, processing reimbursements and expenses, and photocopying.
- Work with the Communications Manager to ensure consistency in the bulletin, slides, weekly news, website, and worship slides.
- Provide technical support at meetings as needed.
- Prepare for and attend the weekly Worship Planning Team meeting, take notes, record action items, and distribute Worship Planning summary to team members.
- Ensure Planning Center is consistently updated in a timely manner.

- Prepare and print worship bulletins and inserts for weekly and special worship services such as Christmas Eve.
- Prepare or supply and review slide content and graphics in ProPresenter to A/V team for projection in worship services.
- Coordinate worship participants in special services such as Advent.
- In coordination with the Administrative Assistant for Session, facilitate the scheduling of baptisms, and ensure families have completed all necessary steps prior to baptism.
- Schedule the recording, livestream, and hosting for all services.
- Regularly update VPC web pages and Realm database with services and concerts.

Provide Administrative Support for Adult Discipleship Groups and Events

- Reserve VPC facilities and resources, including Zoom channels, for adult discipleship-related groups and events.
- Provide group or event leaders with resource information and check in quarterly to ensure assigned resources meet their needs.
- Order, print, and distribute group discussion guides and/or lesson materials. Promote use of online resources.
- Create online registration pages for groups and events, track sign-ups, oversee event registration and payment processes, and provide rosters to the group leaders and event coordinators.
- Oversee group attendance tracking processes, assist groups in keeping rosters up to date, and ensure group leaders have access to updated rosters and contact information for their group participants.
- Assist with special events as needed, such as special speakers, group leader training, or volunteer appreciation events.
- Assist group leaders in troubleshooting issues with technology.
- Update and disseminate worship and discipleship resources and materials, such as the quarterly discipleship opportunities booklet and devotional booklets.
- Regularly update VPC web pages and Realm database with the most recent information about groups, events, and discipleship resources.

General Office Duties

- Perform other administrative tasks as needed, collaborating and cross training with all staff administrative positions to better serve our congregation.
- As needed, answer the main VPC phone line and greet all visitors and members who come to the front reception area.
- Keep track of volunteer information and assist with the vetting process.
- Order supplies as needed.
- Perform other duties as assigned.

QUALIFICATIONS

- A committed Christian who is able and eager to openly articulate faith in Jesus Christ as his/her Lord and Savior.
- Affirm the mission and values of VPC and be willing to be guided by them.
- Excellent interpersonal, written and verbal communication skills.
- Dependable, organized, and detail-oriented with the ability to multi-task with flexible responsiveness to changing ministry challenges.
- Excellent knowledge of software programs such as Office365. Facility with or ability to learn other programs as needed, e.g. Canva, ProPresenter, WordPress, Resi (livestream) scheduling, CHOP (church hosting online), music notation software, facility scheduling software.
- Familiarity with basic music notation.
- Ability to work collaboratively with significant numbers of people, both paid VPC staff and volunteers across the range of VPC's ministries.
- Experience with basic office equipment including copy machines, folding machine, etc.
- Bachelor's degree or equivalent office experience.

WORKING CONDITIONS

The working conditions of this position are those of a normal office environment; the physical demands are those necessary to successfully perform the major tasks, duties, responsibilities and essential functions of the position as outlined in the previous paragraphs. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.