

NATIONAL PRESBYTERIAN CHURCH
WORSHIP AND MUSIC ADMINISTRATIVE SPECIALIST
POSITION DESCRIPTION

The Worship and Music Administrative Specialist (WMAS) is a full-time, non-exempt position with room to grow! This person helps with the coordination of our high quality worship and music ministry at National Presbyterian Church (NPC). The regular work week for this position is Sunday through Thursday, with occasional evening and Friday or Saturday responsibilities. The Specialist is expected to work onsite at the NPC campus with occasional ability to work remotely. This position is under the direct supervision of the Director of Music Ministries but also works closely with the Senior Pastor, communications, and operational staff.

ESSENTIAL FUNCTIONS:

Director of Music/Music Ministries Support (50%)

- Provide administrative support to the Director of Music.
- Weekly maintenance of the church music library.
- Assist with all music productions and services, written communications, concerts and committees.
- Participate as a team member on the NPC administrative staff team.

Worship Preparation and Support and Other Tasks (50%)

- Lead in charge of coordinating with staff to produce the printed Sunday worship and announcements bulletin weekly using desktop publishing software (InDesign).
- Creates and run PowerPoint in worship.
- Recruits and trains volunteers to assist as needed.
- Lead in charge of preparing worship space and worship materials for all services.
- Serve as point of contact and implementation of contracts with outside music groups and NPC.

CORE COMPETENCIES

- Excellent relational, organizational and administrative skills to effectively manage information coming from multiple sources/people, while maintaining attention to detail. Ability to manage weekly deadlines even when a supervisor is not present.
- Software: Fluency in Desktop publishing (InDesign), PowerPoint, Microsoft Office products. Ability to quickly learn and use of the church database and planning software (Church Community Builder).
- Event planning skills—including the ability to plan and manage the logistics, timing, set up of events large and small.
- Excellent oral and written communication skills in English

QUALIFICATIONS

- Bachelor's degree from a 4 year college or university
- Personal commitment to high standards in Christian worship
- Ability to support the Church's *Biblical Standards for Christian Leaders*
- Flexibility in work schedule as events may occasionally require schedule adjustment
- Preferably familiar with musical terms, written and digital forms of music, and composers.

SALARY AND BENEFITS

Compensation \$47-51,000. Further negotiation possible depending on experience, media interests and skills. Excellent benefits (including health insurance).

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires listening, reading, writing, and oral communication in English. The employee is regularly required to sit, stand, talk, walk, hear, reach with

hands and arms, and may be required to stoop, kneel, or crouch. Reaching the locations on the NPC campus where required tasks are to be accomplished requires daily climbing of stairs and walking between buildings.

Interested parties may send a short letter and current resume to:

WMAS Search

Dr. Michael Denham

Director of Music Ministries

mdenham@nationalpres.org