

WORSHIP ARTS MINISTRY ASSISTANT

June 2025

Ministry Role

This position exists to provide critical ministry support to those serving in the Worship Arts Ministry, and to provide administrative assistance to the Pastor for Worship, as directed.

Core Areas of Responsibility

- To nurture one's own soul, cultivating an ever-deepening relationship with the Lord, and a growing life of love, worship, service and Christ-likeness
- Coordinate the weekly distribution of print resources to all volunteer teams in worship ministries
- Coordinate the ongoing management and filing of resources as acquired and after weekly use
- Manage the master worship/arts calendar and submit facility requests as necessary
- Provide administrative support for seasonal events and communion
- Order and coordinate the purchase of supplies for seasonal events (communion, lilies, poinsettias, etc.)
- Assist with hospitality ministry coordination and communication
- In collaboration with the worship pastor, create and send the weekly worship ministry communications and email newsletter
- Provide primary administrative support for Summer Worship, Art, and Music Program (SWAMP)
- Order, receive, catalogue new music, as directed
- Assist the worship arts pastor in personal calendar management and other ministry communications

Spiritual Gifts, Qualities, Experiences and Skills Required

- Committed, growing follower of Christ
- Heart for worship
- Outstanding organizational/administrative skills
- Written and verbal communication skills
- Solid interpersonal skills
- Good team player
- Workable knowledge of music terminology
- Task-oriented
- Excellent computer skills
- Self-starter

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Minimum hours required to fulfill responsibilities of this role:

- Weekly acquisition, labeling, duplicating and distribution of worship resources to the various Worship Ministry teams for rehearsals and services – 10 hours
- Weekly calendaring and communication of worship ministry events – 2 hours
- Maintenance of the worship arts resources' filing and storage systems – 2 hours
- Rehearsal support and administration, attendance at all rehearsals – 4 hours
- Weekly preparation of worship order and lyric sheets for the sight-impaired – 2 hours
- Hospitality ministry support – 1 hour
- Primary SWAMP program administrator (seasonal) – 40 hours (per year)
- Weekly worship attendance tally and reporting – 30 minutes
- Weekly planning meeting with pastor for worship – 30 minutes
- Sunday morning administrative support – 1 hour
- Work on special projects as needed – seasonal or special services, projects, concerts, fellowship events, etc. – 1 hour
 - **Total** = 23-26 hours per week (minimum). Position is approved for up to 28 hours.

Education, Business and Technical Knowledge Required

- Basic email and word processing skills, Excel
- Adept with current social media platforms
- Familiar with music and orchestral terminology (for acquiring and distributing music resources to volunteers)

Supervision

The staff member will report primarily to the pastor for worship.

To apply

Submit a cover letter and résumé to Andrew Patton, director of ministries, apatton@covenantpc.org

Overview

Covenant Church, a member of the Evangelical Presbyterian Church, is a Christ-centered and biblically-based community. Covenant views its mission and calling, to love Jesus, love His people, and pour out His love on the world, as an expression of the community's constant process of growing as followers of Christ.

Covenant's expression of faith is in its identity statement: Covenant Church - His people. His kingdom. His glory.

The church community is made up of approximately 800 people, situated near the campus of Purdue University and includes participants with diverse intellectual and ethnic backgrounds. Covenant places ministry emphases on intentional spiritual formation, telling others about Jesus in Greater Lafayette, our country and our world, practical support of at-risk children, and strong relationships among its people.