



Ministry Assistant for the Music and Worship Ministry Job Description

**First Baptist Church
Montgomery, AL**

Summary: The Ministry Assistant for the Music and Worship Ministry at First Baptist Church Montgomery is an administrative staff position that supports the Music and Worship Minister and staff. This individual will perform the duties of an administrative assistant, including administrative, clerical, and other duties specific to the Music and Worship ministry. This position will be responsible to the Minister of Music and Worship and the Church Administrator.

Please submit resumes or questions to Brad Brand at bbrand@montgomeryfbc.org.

I. Personal Responsibilities:

- A. Live a Christ-like, Christ-honoring, exemplary life that reflects the Lord daily.
- B. Be actively involved in the life and ministry of First Baptist Church.
- C. To refrain from anything contrary to the teachings of Scripture or that is inconsistent with First Baptist Church practices and principles.

II. Primary Responsibilities:

- A. Give full support to the total ministry of First Baptist Church and publicly and privately affirm that support for all of the ministries and leadership of the church.
- B. Be a team player, following the leadership of the Pastor and Minister of Music.
- C. Be a servant leader to the church and promote unity in the church body.
- D. Give adequate energy and expertise to the specific ministry tasks assigned and spend no fewer than 40 hours per week accomplishing these tasks of your calling and this assignment to the best of your ability.
- E. Assist the Minister of Music in developing, recommending, implementing, and responsibly monitoring and managing budget expenditures for assigned areas of responsibility.
- F. Assist the Sanctuary Orchestra Director with all aspects of logistics including music organization and filing, equipment needs, setup, and rehearsal preparation.
- G. Handle mail outs for the Music Ministry including One Heart and One Voice Choirs, Sanctuary Orchestra, Preschool and Children's Choirs, Handbells, and other future music opportunities.
- H. Maintain and keep the Music library organized.
- I. Coordinate the tuning and repair of worship instruments.
- J. Assist with big events including but not limited to choir tour, the Living Christmas Tree, etc.

III. Other Responsibilities:

- A. Attend weekly church staff meetings and Music Ministry team meetings.
- B. Perform other duties as requested by the Minister of Music and Worship.

IV. Training and Experience:

- A. Must have some formal or on-the-job training in administrative, secretarial, and/or clerical work.
- B. Have some experience in music (choral, instrumental, etc) and be able to read and understand music.
- C. Be trainable in the use of all office equipment, computers, and software necessary to fulfill this position.
- D. Have basic familiarity with church database programs (Shelby, ACS, or similar program), Publisher, Powerpoint, ProPresenter, Song Show, Planning Center Online, and other media presentation programs.

