

Title: Secretary, Music Ministries
Reports to: Music Associate; Director of Modern Worship
Full time, non-exempt (40 hours)

Department: Worship & Music
Date: revised, April 2008

Job Summary: Provide clerical, data processing & administrative assistance for all FPCB music ministries programming in order to facilitate goals & activities as outlined.

1. *This position provides clerical & administrative support in time and formatting as requested to the following:*

- a. Director of Modern Worship
- b. Director of Music Ministries
- c. Music Associate
- d. Wednesday Choir Directors for His Kids, JoySong, Good News Group, Bel Canto

2. *This position works collaboratively as requested with the following at the discretion of the Director of Modern Worship and/or Music Associate:*

- e. Visual Technologies Producer

3. *Programs/choirs for which this position provides clerical and admin support:*

- f. Traditional Worship – edit, disseminate orders of worship to all leadership and tech support participants weekly; proof bulletin; keep archive of orders of worship/bulletins; update and maintain hymn and anthem history archives
- g. Modern Worship – edit, research materials for, compile, transcribe all orders of worship and music charts; schedule band members through Planning Manager software; disseminate as requested by Dir of Modern Worship; schedule 6:00 Modern Worship communion servers
- c. Manage Planning Center software and keep track once worship leaders have been assigned calendar dates
- h. The Chancel Choir – edit, disseminate weekly rehearsal newsletters, roster, attendance sheet, handbook, seating charts; data management in requested formats; update and maintain anthem list; maintain relationship with publishers and all vendors for materials required for the choir
- i. Bel Canto/GNG/JoySong/His Kids – weekly rehearsal newsletters, roster, attendance sheet, handbook, processing of medical releases and other consent forms from parents for child/youth participants, seating chart, purchase of uniforms; maintain working relationship with publishers and all vendors for materials required for the choir; maintain master documentation of medical releases for all choir members
- d. Strikepoint – ordering and distribution of music
- j. Music Ministries Abroad – database of participants' payments, roster, newsletters, payments to tour agencies, processing of legal documentation
- k. Work with Communications to proofread all materials projected onscreen for worship aids
- l. Church concerts and Festivals – maintenance of database for all music vendors, independently contracted musicians, rental of music, purchase of licensing for presentations, archiving study copies of all scores, archiving all documentation of publicity and in-house procedures
- m. Recording ministries – research/contact/negotiation of contracts and payment of all vendors for production of CDs; provide assistance to Visual Technologies Producer as requested.
- n. Other duties in support of the Music Ministries department as assigned.

4. *This position provides weekly bookkeeping records for the following:*

- a. Worship and Music
- b. Recording Project (variable by year)
- c. Music Ministry Abroad (variable by year)
- d. non-budgeted 200 Funds

5. *Planning, anticipation of deadlines*

- a. Traditional Worship: Festival services, includes
 - i. Purchase and maintenance of all printed music for ensembles
 - ii. Payment of all hired professional musicians or technicians
 - iii. Processing of legal forms (W9s et al) for all vendors/musicians as needed
 - iv. Maintain archives of past Festival worship services and special events

- v. Professional contact databases (church contact lists, orchestra rosters, media contacts, vendor lists, independent contractors)
- b. Worship and Music equipment needs: contact and maintain relationship with vendors and repair services for pianos, organs, sound system
- c. Provides updated resource lists for all music publishers, purchases music for review in order to assist Director of Music Ministries in increasing musical education/literacy of ensembles
- d. Maintaining timelines for all ancillary needs as created by Director rehearsing major works with amateur choir and professional orchestra
- e. Maintain timeline for Music Ministries in regards to Communications Dept. deadlines, publications

6. *Hours*

This position requires a minimum of 7.15 paid hours daily and a maximum of 8.15 paid hours daily, Monday through Friday. Lunch may be ½ hour-45 minutes (unpaid); two 10 minute breaks (paid) each working day. The nature of the job requires daily attendance and does not permit paid hours “at home” (as of Oct 2005).

In the event of hours requiring “making up” (e.g. for doctor’s appts, etc) it is up to the discretion of the Music Associate or Director of Modern Worship to determine whether or in what manner and on what day/date the hours for the Music Secretary are to be made up, except that they **MUST** be made up within the same week, on site, and during regular office hours.

Requirements

- Excellent communication skills.
- Excellent organizational skills.
- Writing skills necessary to edit written content.
- Proficiency in Microsoft programs
- Ability to anticipate and articulate departmental needs
- Ability to incorporate needs of department with daily prioritization of tasks
- Ability to both create simple data systems and to work with data systems already created

Reports to: Music Associate

Status: Non-exempt

40 hours per week

Wage: \$13.00 - hourly

Benefits: Full