



**ST. ANDREW**  
UNITED METHODIST CHURCH

# Worship Production Assistant

## Job Description

Under the direct supervision of the Associate Pastor of Worship, the Worship Production Assistant at St. Andrew UMC, Plano, will assist in organizing and implementing worship services at St. Andrew, with an emphasis on managing details and planning for services.

## Essential Functions

- Production Research
  - Identify options and details regarding potential elements for worship services
- Planning Center
  - Maintain Planning Center details
  - Oversee timing of services
- Worship Producer
  - Help worship producer through managing the video venue service at St. Andrew
  - Coordinate with other ministry areas as necessary
- Manage Worship Projects
  - Maintain regular contact with Worship staff to implement worship events
  - Manage facilities details for worship events
  - Be present at Worship Events as needed
- Worship and Set Design
  - Coordinate with Creative Director and Technical Director for sets and creative elements
  - Provide creative input regarding worship elements
  - Oversee campus related worship details
- Other Duties as Assigned

## Other General Responsibilities:

- Answer phones and emails promptly
- Assist with planning and implementing major Worship events
- Respond to general inquiries and provide hospitable service for visitors
- Other ministry needs as defined by the Associate Pastor of Worship

## Competencies

- Microsoft Office Suite
- Planning Center (experience and knowledge helpful, but not necessary)
- Organized
- Creative
- Ability to multi-task
- Flexible

## Supervisory Responsibility

This position has no supervisory responsibilities.

## **Physical Demands**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. Events will require more walking and lifting than the typical office requirements.

## **Position Type and Expected Hours of Work**

This is a non-exempt hourly part-time position at 20 hours per week. This position requires at least five hours of work on Sundays, six hours of work on Tuesdays, and other workdays during the week to be determined.

## **Required Education and Experience**

- High school diploma.
- One year of administrative experience.

## **Preferred Education and Experience**

- Associate's degree or higher

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **How to Apply**

Please send resume with cover letter to [jdecker@standrewumc.org](mailto:jdecker@standrewumc.org).