



WORSHIP & PRODUCTION ADMINISTRATIVE COORDINATOR

JOB DESCRIPTION

Vision of Cityview Bible Church

Every man, woman, and child will experience the life-changing reality of Jesus Christ.

Work Requirements & Expectations

This is a full-time, non-exempt position.

- Monday-Thursday – 8:00am-5:00pm (hour lunch)
- Sunday – 7:15am-1:15pm
- Ability to lift at least 40lbs.
- The position typically consists of a 40-hour workweek and does not include volunteer time in ministry events and activities outside of those expected as part of this role.
- Please note: Scheduled hours amount to 38-hours each week. This position will require work outside of normal schedule, which will be communicated in advance (i.e., Christmas, Easter, Churchwide Events).
- 90-day probationary period

About the Role of Worship & Production Administrative Coordinator

Provide support to the Minister of Worship in Worship Ministry and Production in a rapidly growing organization. This individual will be expected to handle a variety of tasks, ensuring all related interactions are positive and processes are productive. This role requires multifaceted and efficient task management within a fast-paced environment—executing with precision and maintaining a consistent practice of excellence. Capability to execute responsibilities with a positive ‘can-do’ attitude, constant discernment in communication (verbal, written, and non-verbal) and a fundamentally forward-thinking nature will be vital in this role.

Key Functions and Responsibilities

- Provide Administrative support to Minister of Worship to ensure that the strategic goals and objectives of the Worship Ministry are accomplished.
- Serve as liaison to staff, volunteers, church members, attendees, community, and vendors when requested by Minister of Worship.
- Assist with correspondence and communications in Worship Ministry.
- Serve as a scribe in Worship Ministry meetings, as well as organize follow up post meetings.
- Assist as a proofreader in all Worship Ministry communication media as requested.
- Provide project management and project deadline assistance for Worship Ministry at the direction of Minister of Worship.
- Equipment maintenance, inventory, and upgrades for Worship Ministry at the direction of Minister of Worship.
- Assist the Minister of Worship in equipping and training Worship Ministry volunteers.

- Ensure Worship and Production areas are ready for Sunday morning services and activities on Thursday each week.
- Follow Sunday morning opening and closing processes for Worship and Production areas.
- Support Minister of Worship in execution of tasks, both planned and ad hoc.
- Effective management of event budget as established by Minister of Worship.
- Attendance for Cityview services and events, as directed by Minister of Worship.
- Build weekly sermon notes and preparing lyrics in Pro Presenter for Sunday morning worship services and Cityview ministry events.
- Maintenance of Worship Ministry planning calendar and documents.
- Assist with vendors, agencies, and external partners related to worship and production.
- Be action oriented, intuitive, and proactive in assisting the Minister of Worship in discerning Worship Ministry needs of the church.
- Be highly proactive, reactive, deadline-driven, and intuitive thinking in addressing all requests from beginning to end.
- Attend weekly Worship Ministry meetings and staff meetings as scheduled.
- Submit receipts to expense platform (Nexonia) and complete expense-check requests.
- Field phone calls, inbox management, take requests for meetings, perform clerical tasks, and assist with calendar organization, meeting planning, including invitations, scheduling, room and hospitality logistics as requested.
- Prepare room(s) and/or space(s) for Worship Ministry meetings/events.
- Support implementation of new ideas in the areas of Worship and Production.
- Offer excellent team care and hospitality for volunteer teams.
- Prioritize ministering to people in all things.
- Prioritize, both proficiently and professionally, all requests from Lead and Executive Pastors, in word, action, and attitude.
- Other duties as assigned by the Minister of Worship.

Personal Characteristics (in no particular order)

- **Vision Centric** – A passion *for the vision* of the big ‘C’ Church, and *vision of* Cityview Bible Church contributing to its larger vision.
- **Community Focused** – Conscientious drive to uphold the mission, values, presence, and representation of Cityview Bible Church as a beacon of Christ’s love, grace, hope, and leadership in both local and global communities.
- **Team Driven** – Chemistry that ‘fits’ with the ethos and culture of Cityview Bible Church, its Elders, Executive Team, Pastor/Director Team, and Admin Team.
- **Servant Leadership** – Demonstrate servant leadership in serving Elders, staff, volunteers, and attendees irrespective of culture, age, race, religion, ethnicity, gender, ability, and socio-economic diversity.
- **Eye for Excellence** – An insatiable effort towards excellence as defined by Minister of Worship and Director of Communications in their areas of purview with a robust desire to meet, achieve, and exceed said level of excellence.
- **Spirit of a Self-Starter** – Highly motivated, intentional, forward-thinking, showing initiative, and solution-sided in approach to role and responsibilities.



- **Heart for Ministry** – A genuine heart and passion for full-time work in church ministry, with capability of investing *into people* and *throughout processes* in ways that benefits the ministry of Cityview Bible Church.
- **Seek Personal Stewardship** – An attitude and mindset focused on both constant and consistent growth, in professional, spiritual, social, mental, emotional, and physical capacities.
- **Affluent in Adaptability** – Exhibit a foundational understanding of flexibility (a core tenet of a growing organization), with resilience to accept, adapt, implement, buy-in, and lead through change.
- **Interpersonal Acumen** – Possess and exude an approachable nature with a strong tenor of relatability towards the Elders, Executive Team, Pastor/Director Team, Admin Team, Volunteers, and Attendees of Cityview Bible Church.
- **Leadership through Support** – Lead with a consistent and generous sense of positivity and hospitality with desire to support ‘above and beyond,’ the Elders, Executive Team, Pastor/Director Team, and attendees of Cityview Bible Church.
- **Wisdom in Work Ethic** – A high level of integrity and appropriateness in communication (verbal, written, non-verbal), guided by a sound set of moral principles, energy, confidence, and dependability in: (1) a full-time Admin role (2) Operations and Creative-Communication assistance (3) in ad hoc Admin support.
- **Generous Culture Contributor** – A culture builder and a culture keeper willing to give of intangible resources such as time, talent, energy, and effort, towards the good of the entire organization and the visional direction of Cityview Bible Church.