

SEARCH PROCESS
DAWSON FAMILY OF FAITH

MINISTRY ASSISTANT

Assistant to the Music & Worship Pastor

Performance Expectations Update – Due 2/1/24

The performance expectations shall be updated and reviewed by the current Music & Worship Assistant and the Executive Pastor.

Position Posted – Due 2/8/24

The performance expectations will be posted on the church website. A form will be created to allow upload of resume and other items.

Candidate Recruitment & Initial Phone Call– Due 4/19/24

The Music & Worship Pastor shall seek to recruit a minimum of three qualified candidates as reflected in the performance expectations for this position. The Music & Worship Pastor shall have an initial phone call with the candidate to confirm interest in the position and inform of the process.

Phone Interview – Due 5/2/24

The Music & Worship Pastor shall conduct a phone interview with the top 3 candidates, fielding questions from the candidate as well.

In-Person Interview – Due 5/16/24

The Music & Worship Pastor shall interview the remaining candidate(s) in person, and may be accompanied by the Executive Pastor, Music & Worship Team members, Personnel Team member, and/or others.

Final Interview – Due 5/23/24

The Music & Worship Pastor shall conduct a final interview with the final candidate, and is authorized to make an offer to the candidate in accordance with the hiring and budgetary guidelines approved by the Personnel Team.

First Day and Training Period– 7/29/24 to 8/9/24

The first day will best fall within a range that allows for a two week training period. Additional training may occur outside this range.

Process Impact – 6/14/24 to 8/5/24

This process has been created to reflect the unique schedule implications.



PERFORMANCE EXPECTATIONS

DAWSON FAMILY OF FAITH

MINISTRY ASSISTANT

Assistant to the Music & Worship Pastor

Description

The Assistant to the Music & Worship Pastor is passionate about the Music & Worship Ministry, and is responsible for supporting the effectiveness and efficiency of the Music & Worship Pastor, as well as supporting related ministries.

Position Supervision

- Music & Worship Pastor
- Executive Pastor
- Senior Pastor

Primary Responsibility

- Support the work of the Music & Worship Pastor by assisting staff and guests, handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, making reservations or travel arrangements, supporting choirs and musical groups, and consistently being a helpful and positive presence in the workplace.

Duties Included

- Managing Music & Worship Pastor's calendar, scheduling appointments, meetings, and events while optimizing time allocation for maximum productivity and strategic prioritization.
- Preparing financial statements, reports, invoices, letters, and other documents.
- Answering phones and routing calls to the correct person or taking messages.
- Handling basic financial tasks.
- Filing and retrieving office records, documents, and reports.
- Helping prepare for meetings.
- Greeting visitors and scheduling time with staff.
- Using various software, including word processing, spreadsheets, databases, and presentation software.
- Making travel arrangements.
- Performing office duties that include ordering supplies and managing a records database.
- Opening, sorting, and distributing incoming correspondence.

- Maintaining polite and professional communication via phone, e-mail, and mail.
- Supporting musical groups including Sanctuary Choir, Chapel Choir, and other ensembles.
- Creating and distributing weekly newsletter.
- Providing general administrative support.

Competencies & Requirements

- Proven experience as an assistant, administrator, or other support experience.
- In-depth understanding of entire MS Office suite.
- Excellent Apple computer skills, iOS fluency, and cloud-based services experience.
- Ability to organize a daily workload by priorities.
- Must be able to meet deadlines in a fast-paced, quickly-changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Demonstrate a high level of independence and proactivity in executing assigned tasks, taking initiative to anticipate needs, problem-solve, and ensure seamless workflow without constant supervision.
- Professional level verbal and written communication skills.
- Attention to detail.
- A college degree in any field.
- 3 to 5 years full-time work experience in any area.

Employment

- Church membership moved to Dawson.
- Salaried, full-time (up to 39.5 hours/week), Monday through Friday, with benefits.
- Compensation details provided at interview.