WORSHIP + PRODUCTION ADMINISTRATOR

GOSPEL CITY CHURCH

Summary:
The Worship + Production Administrator provides comprehensive administrative, operational, and production support to the Worship + Production ministry at Gospel City Church. Working closely with the Worship Pastor, this position coordinates meetings, events, schedules, ministry communications, and financial documentation while helping ensure the successful planning and execution of weekly worship gatherings and ministry initiatives.

The role also supports live production needs for gatherings, classes, and events through setup, troubleshooting, and collaboration with staff and volunteers in audio, video, and lighting environments. In addition, this position contributes to the health and development of Gospel City Worship by fostering a Christ-centered ministry culture, supporting team hospitality, and helping create an organized, welcoming, and effective environment for staff and volunteers to serve.

Reports To: Executive Administrator **Department:** Worship
Status: Full-Time **Type**: Hourly **Supervisory Role**: No
Hours: Sun-Thu (40hrs/wk)

Primary Responsibilities:

1. Administrative Support for the Worship Pastor
2. Administrative and Operations Support to the Worship + Production Ministry
3. Production Support for Weekly Gatherings, Classes, and Studies as Assigned
4. Support the Development and Strengthening of the Worship Culture

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Essential Duties and Responsibilities:

1. Administrative Support to the Worship Pastor

- Provide direct administrative support for the Worship Pastor.
- Coordinate meetings, appointments, and ministry events.
- Support the planning, preparation, and execution of all worship gatherings in collaboration with the Worship Pastor.
- Collate and organize receipts & invoices from the Worship Pastor.

2. Administrative and Operations Support to the Worship + Production Ministry

- Attend all necessary team meetings.
- Track projects, deadlines, and ministry initiatives.
- Manage receipts, invoices, and other documentation for ministry expenses.
- Assist with scheduling, volunteer communication, and service planning tasks as assigned.
- Support the broader Creative Team by coordinating calendars, organizing resources, and assisting with event logistics.

3. Production Support for Weekly Gatherings, Classes, and Studies as Assigned

- Partner with worship and production staff to support the vision and technical needs of weekly services, events, and ministry gatherings.
- Provide production coverage and support for Sunday and midweek gatherings, ensuring audio, video, and lighting systems are set up and functioning properly.
- Collaborate with production staff and volunteers to troubleshoot issues and maintain system reliability.
- Help prepare and stage equipment for rehearsals, services, and events.
- Assist with setup, teardown, and ongoing maintenance of production equipment.
- Gain hands-on training in live production (audio, video, lighting) with opportunities to grow in technical skill and leadership.

4. Support the Development and Strengthening of the Worship Culture

- Provide administrative and operational support that contributes to the growth and health of the worship culture.
- Assist in cultivating and sustaining a Christ-centered worship culture through organizational and ministry support.
- Support worship ministry initiatives and systems that strengthen the worship culture.
- Coordinate hospitality needs and help maintain a welcoming, organized environment for worship and production volunteers.
- Oversee the hospitality, organization, and environment of the Green Room.
- Support volunteer engagement, communication, and appreciation initiatives that help strengthen relationships and foster a healthy team culture.

OTHER SKILLS / COMPETENCIES

- **Administration & Systems** – Strong ability to maintain and manage processes, schedules, and projects from start to finish; able to steward a ministry budget.
- **Problem-Solving & Initiative** – Able to troubleshoot quickly and calmly under pressure; proactive in identifying and addressing issues before they become problems.
- **Time Management** – Able to prioritize multiple projects and events, working efficiently in a fast-paced environment with shifting demands.
- **Team Player** – Low-drama, high-ownership; contributes to a positive staff culture across departments.
- **Production Knowledge** – Basic familiarity with production systems (audio, video, lighting) preferred; willingness to be trained required.

SPIRITUAL & CULTURAL EXPECTATIONS

- Genuine and growing relationship with Jesus, demonstrated by a life that reflects biblical character, spiritual maturity, and a desire to make disciples.
- Member, or willing to pursue membership, at Gospel City Church.
- Demonstrates a life of integrity and character that reflects a mature, Spirit-led walk with Jesus Christ as Lord and Savior.
- Identifies closely with and supports the mission, vision, and doctrinal position of Gospel City Church.
- Models servant-hearted leadership—willing to do both visible and behind-the-scenes tasks with joy.