

Ministry Assistant - Music/Worship

First Baptist Church of Asheville

Reports To: Pastor of Music and Worship

Status: Part-Time (16 hours/week), In-Person

Position Summary

The Music Ministry Administrative Assistant provides organizational, administrative, and communications support for the Music and Worship Ministry of First Baptist Church of Asheville. This position helps ensure the smooth operation of the church's worship and music programs by coordinating communications, maintaining records, supporting volunteers, assisting with concerts and special events, and preparing for rehearsals and worship services.

The Administrative Assistant serves as one of the primary points of contact for the music ministry, helping create a welcoming, organized, and hospitable environment for choir members, instrumentalists, volunteers, guest musicians, and members of the congregation.

First Baptist Church of Asheville is a caring and compassionate congregation committed to following Jesus by welcoming all people, serving our community, and pursuing excellence in worship and ministry. We are a progressive congregation rooted in the Baptist tradition, offering thoughtful, traditional worship in the heart of downtown Asheville.

Primary Responsibilities

Administrative & Office Support

- Provide administrative support to the Pastor of Music and Worship and Music Ministry.
- Maintain calendars for rehearsals, concerts, worship services, and special events.
- Coordinate room reservations and communicate event needs with church staff.
- Prepare agendas, correspondence, reports, and other ministry documents.
- Assist with scheduling guest musicians, instrumentalists, and volunteers.
- Support assigned music ministry committees and teams.

Communications

- Coordinate communications through email, phone calls, printed materials, social media, and the church website.
- Prepare weekly rehearsal memos and ministry announcements.
- Assist with preparing the weekly printed order of worship, as well as concert programs.
- Create promotional materials for concerts, special services, and recruitment using Canva and other communication tools.

- Maintain accurate mailing and email lists.
- Serve as a welcoming first point of contact for choir members, prospective participants, and guests.

Event & Worship Support

- Assist with planning and coordinating concerts, festivals, worship services, and special music events.
- Prepare rehearsal spaces and worship areas before rehearsals and performances.
- Coordinate logistical needs for guest artists, orchestras, and special ensembles.
- Assist with music library organization, copying, and distribution of music.
- Help organize orchestral music and performance materials as needed.

Records & Financial Administration

- Maintain accurate participant records, attendance, registrations, and release forms.
- Track concert registrations, ticket sales, donations, and event participation.
- Process invoices, reconcile purchasing documentation, and assist with budget tracking.
- Coordinate financial information with church finance staff.
- Assist with purchase orders and ministry expenditures.

Volunteer & Ensemble Support

- Coordinate volunteer scheduling and communication.
- Support recruitment and onboarding of choir members and volunteers.
- Assist in organizing children's, youth, adult, handbell, and special music ensembles.
- Foster a welcoming environment that encourages participation and supports the success of every ensemble.

Desired Qualifications

- Strong organizational and time-management skills.
- Excellent written and verbal communication abilities.
- High attention to detail while maintaining awareness of broader ministry goals.
- Ability to prioritize multiple projects and meet deadlines.
- Self-motivated with the ability to work independently.
- Friendly, professional, and hospitable demeanor.
- Ability to maintain confidentiality and exercise sound judgment.
- Understanding of music and church preferred but not required.

Technology Skills

Proficiency with:

- Microsoft Office (Word, Excel, Outlook)
- Google Workspace

- Canva
- Constant Contact, Mailchimp, or similar email platforms
- Church management software (Shelby or comparable database systems)
- Social media platforms and basic website content management

Personal Characteristics

The successful candidate will demonstrate:

- A heart for hospitality and ministry.
- Strong interpersonal skills.
- Initiative and creativity.
- Dependability and flexibility.
- The ability to anticipate ministry needs before they arise.
- A collaborative spirit that enjoys working as part of a ministry team.
- A commitment to supporting the mission and values of First Baptist Church of Asheville.

Schedule

This is a 16-hour per week in-person position. While regular office hours will be established, flexibility is required to support concerts, rehearsals, and special worship services throughout the year. Workload may vary seasonally, with heavier activity during Advent, Lent, Easter, and major concert periods.

Compensation

Compensation is competitive and commensurate with experience, consistent with the personnel policies of First Baptist Church of Asheville.

How to Apply

Please send a cover letter and resume to Pastor Justin Addington at jaddington@fbca.net.