



Administrative Specialist for Worship and the Arts

Position Type: Exempt, Salaried
Category: Full-Time
Classification:
Reports to: Executive Director of Worship and the Arts
(has a dotted line connection to our Midtown campus pastor)

ORGANIZATIONAL OVERVIEW

At St. Luke's United Methodist Church, we are an open community of Christians helping people find and give hope through Jesus Christ. We are committed to our community on the northside of Indianapolis and have seen our reach grow regionally and beyond through our digital presence. With a membership of over 6,000 we are the largest United Methodist Church (UMC) in Indiana and one of the largest in the U.S.

People are attracted to St. Luke's for our values: Our commitment to live the mission of the UMC, "To make disciples of Jesus Christ for the transformation of the world" and living the Christian faith in a way that is open to everyone - regardless of their gender, race, ethnicity, sexual orientation, nationality, disability, or socioeconomic background. As a church we are working to ensure that our congregation and its leadership represent the diversity of the community in which we are located. We are dedicated to including women, people of color, and LGBTQ+ persons as staff and in positions of leadership and decision making.

POSITION OVERVIEW

The Administrative Specialist for Worship & the Arts serves as a bridge between people and our systems, ensuring that the worship, special services, ministry, and events we offer use people's best gifts to God's glory. This role is ideal for someone who is high functioning at administrative tasks and enjoys people and variety in their work. It holds together three distinct and overlapping functions, administrative support for the Worship & Arts Department spanning four services in three different locations each weekend, overseeing our communion process from preparation through celebration, and providing specific administrative support to our Midtown campus pastor. The responsibilities below highlight how interconnected these functions are. We envision the time split as 75% for overall Worship & the Arts and 25% connected to Midtown.

Due to the variety in this role, it is expected that this person would work two Sundays per month to oversee communion and support other worship activities (and thus flex a day off during the week) but is otherwise Monday-Friday in the office.

RESPONSIBILITIES

SUPPORT FOR WORSHIP PLANNING & SHARED ELEMENTS

- Meet weekly with the Executive Director of Worship & the Arts to confirm that meetings and logistics are in place to facilitate the series planning and weekly execution of worship. Manage next steps and follow-up as assigned.
- Communicate specific needs and provide necessary materials for services to worship leaders and support personnel (Pastors, staff, Scripture Readers, etc.).
- Prepare for and document worship planning sessions, team meetings, and worship reviews.
- Provide for elements of worship (especially where ordering is involved) that will happen across all campus and services (includes candles for Christmas Eve, Palm Branches for Palm Sunday, etc.)

ADMINISTRATIVE

- Meet weekly with the Midtown campus pastor to confirm meetings and logistics for Midtown activities and next steps.
- In support of both the Executive Director of Worship & the Arts and our Midtown campus pastor:
 - Manage calendar, communications, and schedule/arrange travel as needed.
 - Coordinate scheduling of rooms at our Midtown campus and for Worship & the Arts needs.
 - Document, record and summarize select meetings and extract/assign key action items.
 - Facilitate registrations for various activities and concerts.
 - Track worship attendance, using data to inform worship service decisions.
 - Pull reports and provide general administrative support for both the Executive Director of Worship and the Midtown Campus Pastor as needed.
- Learn and manage the faculties of Planning Center Online, Playback, MultiTracks and other tools to best utilize their capabilities to enhance worship planning, the management of service processes, information sharing, and the scheduling of volunteers and paid musicians.
- Keep Worship & the Arts and Midtown serving teams and ensembles, and paid contractor rosters updated in our database, and communicate with volunteers/paid contractors at various levels.
- Work with music contractors (New Song, orchestra, bell choirs) to order music, provide supplies, obtain information for bulletins, maintain filing systems and records.
- Maintain music libraries and visual materials for use by worship department.
- Ensure that copyright licenses are up-to-date and secured as needed.
- Attend Staff Chapel, Department Meetings, be an Active Team Member

FINANCIAL MANAGEMENT

- Maintain financial records on behalf of Worship & the Arts and our Midtown campus; this includes managing accounts payable, processing deposits, reconciling accounts monthly with financial reports, and interfacing with the finance office and staff regarding the status of accounts.
- Submit check requests and interface with paid contractors and vendors.
- Evaluate spending, getting the best value possible.
- Track and maintain inventories on resources to enable good stewardship and reuse.
- Send acknowledgements for memorial contributions and special donations.

COMMUNION & VOLUNTEER MANAGEMENT

- Serve as the point person for organizing Communion and Communion Servers on all campuses. Work with our Hospitality Managers, Worship Directors, and Pastors, to ensure that communion is prepared, volunteer servers are in place, and that instructions are clear for those receiving communion.
- Build and manage volunteer teams for weekly Scripture Readers, decorators, librarians, choirs, and musicians. This includes identifying and developing leaders for teams and helping them identify

potential new team members. Working with our team leaders, provide any necessary training, timely communications, and offer support.

- Maintain accurate records regarding volunteer teams in our database and follow-up when a volunteer stops participating.
- Serve as the first point of contact for new people who express an interest in serving in Worship & the Arts.

COMMUNICATIONS

- Work with the Communications Department to ensure accurate bulletins and support media for services.
- Work with the Communications Department to ensure that worship activities are well-represented on the website and on social media.
- Work with staff members in various departments to provide clear communications regarding special worship elements – baptisms, new members, special recognition (graduation, Mother's Day, etc.).

QUALIFICATIONS

Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God, and be committed to the mission and purpose of St. Luke's.

- Self-motivated team-player, who finds joy in seeing others use their gifts and ideas come to life.
- Experience in administration and working with volunteers.
- Comfortable with technology – willing to learn new systems and to help explore new solutions.
- Strong communication skills.
- Ability to work with a diverse group of people.
- Desire for accuracy and ability to think on your feet.
- Willingness to stand in the gap to support teammates and ministry goals.
- Knowledge of music and musical systems preferred.
- Bachelor's degree preferred.

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.

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