Pastoral Assistant to Liturgy & Arts
Position Description

GENERAL DESCRIPTION

We're looking for a Pastoral Assistant to Liturgy & Arts who enjoys the interplay of people and tasks, vision and execution. Working closely with our Pastor of Liturgy & Arts, you'll help move the ministry's calendar, volunteers, events, and creative projects forward. An ideal person for this role can see what needs to happen, gather the right people, communicate clearly, and follow through to completion. This is a great fit for someone who loves the worship of God, enjoys working with people, and has a knack for turning ideas into action.

Reports to: Pastor or Liturgy & Arts

Hours: 15–20 hours/week

Last Updated: September 21, 2026

MAIN AREAS OF RESPONSIBILITY

LITURGY & SUNDAY SUPPORT

- ☐ Coordinate logistics for Sunday services, special services, and liturgical seasons
- ☐ Organize and troubleshoot practical needs for Sunday volunteers, musicians, and AV team
- ☐ Manage calendars, schedules, communication, and follow-up for leaders and volunteers
- ☐ Support volunteer onboarding, development, and healthy team rhythms
- ☐ Coordinate and support Liturgy Team meetings, auditions, worship nights, prayer gatherings, and other ministry events

ARTS & CREATIVE SUPPORT

- ☐ Coordinate songwriting events, retreats, and other opportunities for creatives to gather
- ☐ Support the logistics and execution of recordings and other creative projects
- ☐ Serve as liaison with the Communication & Arts team on creative projects and gatherings
- ☐ Coordinate meetings, communication, and logistical needs for the Aesthetic Team
- ☐ Help move creative projects toward completion

PASTORAL & PROJECT SUPPORT

- ☐ Assist the Pastor of Liturgy & Arts with scheduling, meetings, and communication
- ☐ Develop, track, and execute plans in response to ministry vision and project meetings
- ☐ Take delegated responsibilities from conversation through to coordination and completion

REQUIREMENTS

- Active engagement with Jesus and the mission and life of the church
- Joy, warmth, humility, initiative, and a posture of service
- Strong organizational skills, dependability, and attention to detail
- Clear communication and consistent follow-through
- Ability to work relationally with people while also managing behind-the-scenes tasks
- Ability to manage multiple projects and relationships while keeping priorities in view
- Technological proficiency in tools such as Google Drive Suite, Gmail, Planning Center, and Slack
- Proactive approach to problem-solving, planning, and execution
- Ability to take broad assignments, identify next steps, and carry projects through to completion
- Desire and ability to help leaders and teams accomplish what they set out to do

COMPENSATION/BENEFITS

- 15-20 hours/week
- Budgets for meals, counseling, and professional development
- Annual Salary Range: $22,000–$29,000