

Job Posting

Worship Administrator



Company Information

Foothills Bible Church (FBC) exists to help people become faithful followers of Jesus Christ. Our identity is that Everybody is Welcome, Because Nobody is Perfect, and God has Big Plans for Your Life. Our core values are:

- Gospel-Centered
- Journey-Minded
- Relationally-Driven
- Action-Oriented
- Welcoming-Focused

Located on a spacious campus nestled next to the foothills in Littleton, Colorado, FBC is a non-denominational church serving the Denver area since 1973.

Job Description

FBC is seeking a qualified candidate to join our team as the Worship Admin. This role is crucial in supporting the Worship ministry efforts by assisting the Worship Pastor and Tech Director in creating meaningful and well-coordinated weekly gatherings. This position involves working with ministry and operations teams to facilitate FBC events, particularly Sunday gatherings. This role requires strong administrative skills, a heart for service, and an ability to communicate effectively with various team members, volunteers, and congregation members. The Worship Admin will support event planning, manage ministry data, and ensure smooth coordination of resources and technical elements essential for worship experiences. This position is integral in fostering a welcoming and organized worship environment while upholding the values and mission of FBC.

Responsibilities

- Provide administrative support to Worship Pastor and the Worship Team
- Manage ministry data and service planning
- Communicate with volunteers and staff
- Support worship rehearsals
- Oversee volunteer appreciation events
- Manage Ministry Resources
- Prepare Sunday Gathering logistics
- Manage event calendar
- Coordinate worship media licensure
- Provide technical support

Requirements

- Minimum 3 years of experience in an administrative role
- High school diploma
- Church experience preferred
- Available for occasional evening and weekend hours as necessary

Knowledge, Skills, & Abilities

- Demonstrates professional and timely communication
- Strong organizational skills to manage multiple tasks, deadlines, and priorities
- Excellent time management skills
- Highly detail-oriented and dependable in completing assignments independently
- Proficient in office software such as Microsoft Office and Google Workspace. Preferred experience in Church Community Builder and Planning Center
- Flexible and adaptable to challenges and circumstances
- Proactive in anticipating needs and identifying potential issues
- Committed to maintain confidentiality

Salary & Benefits

- Part-Time (20-24 hr/wk)
- Salary range: \$19-\$21 an hour, based on experience and qualifications
- Preschool Discount

Ready to join our team?

Please email your resume and cover letter to Melissa Hembree at mhembree@4fbc.org

Deadline to apply: April 30, 2025