

[Church Name]
Music Ministry Assistant

Job Title: Music Ministry Assistant

Reports To: Minister of Music

Position Status: Full-Time

Purpose:

The Music Secretary serves as ministry assistant to the Minister of Music and performs general office duties related to the music ministry.

Responsibilities:

- Type all correspondence for the Minister of Music.
- Record messages for Minister of Music.
- Serve as receptionist for the music department.
- Maintain office files and records.
- Maintain music library.
- Order and catalog new music as needed.
- Accept additional responsibilities as needed.

I have read and received a copy of my job description.

Employee

Date

Revised: _____