

RiverGate Church

Worship Department Administrator (Part-Time)

Position Summary

The Worship Department Administrator is responsible for coordinating administrative operations within the Worship Department, including payroll, scheduling, onboarding, and internal communication. This role supports worship leadership by ensuring smooth workflows, clear communication, and professional engagement with staff, volunteers, and guest musicians.

Key Responsibilities

- Develop and maintain monthly schedules for all RiverGate Church worship services, including Sunday services, Wednesday services, and special events.
- Schedules should be sent out 30 days in advance.
- Administer departmental payroll, including compensation for worship leaders, band members, and audio/visual personnel, ensuring timely submission to the Church Accountant every other Monday by 9:00 a.m.
- Serve as the primary point of contact for all Worship Department scheduling and payroll inquiries.
- Foster positive, professional relationships with worship leaders, musicians, sound and production teams, and pastoral staff.
- Coordinate and communicate monthly worship schedules via email to the Senior Pastor, copying the Pastor's Assistant.
- Source and coordinate guest worship leaders and musicians based on scheduling needs and pastoral direction.
- Manage worship department music assets, including maintaining song libraries, creating set lists, and coordinating key or arrangement changes as needed.
- Oversee all new-hire onboarding processes for the Worship Department, ensuring completion of required documentation from start to finish.
- Serve as the primary contact for guest worship leaders and musicians, ensuring a welcoming, organized, and professional experience, including timely compensation.
- Maintain effective communication between the Worship Department, other church departments, and pastoral leadership.
- Utilize and maintain proficiency in church and productivity software systems used by the Worship Department.
- Report directly to the Worship Department Head and ensure all final decisions receive proper approval prior to execution.

Software & Systems

- Planning Center
- Music Stand
- ProPresenter
- Microsoft Word and Excel
- OBS (Streaming Software)

Reporting Relationship

This position reports directly to the Worship Department Head.

Key Contacts

This role interacts regularly with the following individuals:

- Senior Pastor- Pastor Joel and Linda Budd
- Associate Pastor- Pastor Cristin Hamman
- Music Director- Dave Burris
- Church Accountant- Linda Way