

# ASSOCIATE PASTOR FOR MUSIC AND WORSHIP

## Job Description

Updated 2022

**Principal Function:** The main function of the Associate Pastor for Music and Worship is to work alongside the Pastor and to provide overall leadership and direction in all areas of music ministry. Additionally, this person will assist the Pastor in management and administrative/pastoral responsibilities.

### Duties:

Provide overall direction and leadership in all areas of the music program, setting a Christ-centered atmosphere for worship and leading congregational participation in worship. Specific duties include, but are not limited to, the following:

- Be responsible for direct oversight of the adult choir including selection of music, recruitment, rehearsals, and performance at the regularly scheduled services and special events
- Develop special vocal and instrumental groups and standards, including worship teams, vocal and instrumental ensembles, handbell choir, and if talent is available, a church orchestra
- Develop and communicate the Order of Worship
- In coordination with the pastor, be responsible for planning the music in worship services and prayer services, including scheduling accompanists
- Be responsible for assuring that the musical instruments used by the church are kept in good working order
- Be responsible for assuring that those participating in the music ministry, including special music, are adequately prepared and that the music selected is appropriate
- Provide oversight of the church's music library and hymn books
- Developing and managing the music ministry budget
- Following appropriate financial procedures consistent with the Forks of Elkhorn Financial Policies and Procedures
- Arrange, transpose, transcribe, or compose music for use in church functions and ministries, securing any authorizations which are needed from publishers and/or composers
- Work with church staff and/or lay people in the creation or adaptation of drama to accompany or enrich musical performances. This does not require dramatic skill on the part of the person filling this position, but would involve coordination with dramatists.
- Oversee the children's music program and support the Student Ministry music program

- In coordination with the pastor, schedule and assist with any requested tours or guest appearances by musical and/or drama groups from other churches or special ministries
- Encourage congregational singing as a means of corporate worship

Assist the Pastor in providing pastoral care for church members and assist the Pastor with the management and administrative duties as requested. Specific duties include, but are not limited to, the following:

- Direct and assist in funerals and weddings as requested by the Pastor or families
- Preach when requested by the Pastor or in the Pastor's absence
- Assist the Pastor as requested in visitation (new members, shut-ins, elderly, those who are ill, those in rest homes or hospitals)
- Provide counseling and referral to those in need as requested by, or in coordination with, the Pastor
- Assist the Pastor in scheduling and coordinating events
- Develop training materials as agreed upon with the Pastor
- Assist the Pastor in developing, organizing, and providing leadership to the various ministries within the church
- Communicate to the Pastor on a weekly basis (at a minimum), providing a ministry report
- Work with and/or assist committees as requested
- Attend and participate in weekly staff meetings
- Other duties as assigned

**Special Knowledge/Skills/Education:**

- Minimum of Bachelor's degree from an accredited college or university with a music major of a type that is consistent with the position
- Seminary degree of a type that is appropriate for the position
- Three to five years of experience in ministry (music and/or pastoral) preferred, but not required
- Choral and instrumental conducting experience
- Experience with and appreciation of a blended music program within a church

**Personal Qualifications:**

- Must have a personal relationship and commitment to Jesus Christ as Lord and Savior, and must demonstrate the reality of that relationship and commitment through his/her attitude, character, life, and testimony
- Clearly demonstrates a high level of spiritual maturity, relating well to others on both a personal and spiritual level
- Shows evidence of God's call to full-time ministry
- Exhibits a servant heart and attitude
- Displays a positive and enthusiastic attitude

- Possesses strong leadership skills consistent with biblical teaching and demonstrates the ability to communicate and relate God's work in various settings
- Possesses strong communication skills (oral and written) and public relations skills
- Functions well as and is committed to being a positive, contributing member of the leadership team of a multi-generational church
- Understands the need for and practices exceptional level of confidentiality
- Must become a member of Forks of Elkhorn Baptist Church