

GENERAL INFORMATION

Job Title: Associate Pastor/Director of Congregational Worship Ministries
Supervisor: Senior Pastor
Employment Status: Part Time

POSITION SUMMARY

The Associate Pastor/Director of Congregational Worship Ministries is a member of the pastoral leadership team. In his role as Associate Pastor his primary function is to work with the other members of the pastoral leadership team to shepherd the church members through teaching, equipping, and pastoral care.

In his role as Director of Congregational Worship Ministries his primary function is to develop and supervise a congregational worship ministry that engages members of all ages and life stages.

DESCRIPTION OF DUTIES

Supervisory Responsibilities

1. Supervise the employees holding the following positions:
 - Music Associate
 - Organist
2. Work with the Senior Pastor and the other Associate Pastors to coordinate the work of music support staff personnel.
3. Participate in annual performance reviews for all employees supervised.

Associate Pastor

1. Attend all worship services and music related special events.
2. Attend weekly ministry staff meetings as applicable.
3. Support the church's mission through leadership development, teaching, equipping, and pastoral care.
4. Develop, request and track annual budgets for all areas of ministry responsibility.
5. Identify goals and objectives annually in collaboration with the Senior Pastor.
6. Accept additional duties as assigned by the Senior Pastor.

Congregational Worship Ministry

1. Develop and lead a congregational worship ministry that includes members of all ages and life stages.
2. Plan all worship services in collaboration with the Senior Pastor, and the other members of the pastoral leadership, and lay leaders.
3. Direct the Adult Choir in weekly rehearsals and Sunday worship gatherings.
4. Enlist, train and support directors for choirs and ensembles.

5. Oversee the selection, purchase and cataloging of the music for all choirs and ensembles.
6. Collaborate with the music staff and volunteers in the use and maintenance of all audiovisual equipment.
 - Audio / Visual Computers(s)
 - Sound board
 - Microphones
 - Speakers
 - Monitors
 - Projector(s)
 - Video screens
 - Lights
7. Oversee the recruitment and training of volunteers who assist with audiovisual elements in all congregational worship gatherings and special events.

QUALIFICATIONS:

- Strong personal faith in Jesus Christ, committed to ongoing spiritual growth.
- 2-5 years' experience in a similar role.
- Education in a related field. (Church music, Music Theory, etc.)
- Excellent leadership and interpersonal skills.
- Proven ability to recruit, train, and motivate volunteers.
- Strong organizational and administrative abilities.
- Clear and effective communication skills to include verbal, written and digital communications
- A passion for musical worship and the ability to lead worship to create a welcoming, engaging experience.
- Ability to work collaboratively with church staff and volunteers.

LIFESTYLE REQUIREMENTS:

The Associate Pastor of Congregational Worship Ministries must maintain a lifestyle that reflects a strong commitment to Jesus Christ and His work. This includes regular worship, Bible study, and giving generously of time, talents, and possessions in obedience to the Great Commission (Matthew 28:19-20). The Associate Pastor must engage in actions that reflect honorably on Christ and His Church.