

Worship Pastor Responsibilities¹

Plan and Lead Sunday Morning Worship Music and Other Music

- ▶ The worship pastor is given the sacred trust of communicating the glory of God through song and the spoken word.
- ▶ Choose songs and scriptures thematically congruent with sermon text in coordination with the senior pastor or preacher of the week.
- ▶ Learn and use Planning Center Church Management Software (PC) (<https://planning.center/>).
- ▶ Enter into Planning Center music worship arrangements, related sheet music files, and other special instructions, for worship team and other church staff.
- ▶ Coordinate with church secretary to get music printed & ready for Sunday.
- ▶ Schedule instruments & praise team on PC software.
- ▶ Input songs, lyrics, scriptures to weekly worship guide "with links" version of worship guide for email.
- ▶ Send reminder emails to choir & scheduled elder (Thursdays).
- ▶ Prepare any verbal cues/transitions/thoughts/prayers.
- ▶ Lead Sunday morning worship preparation.
- ▶ Lead musical portion of worship gathering.

Provide Servant Leadership and Oversight to the Music Worship Team - Includes Choral and Instrumental Ministries

- ▶ Encourage and equip members of the worship ministry team, building them up as followers of Christ.
- ▶ Lead, plan for, and conduct rehearsals during the week.
- ▶ Recruit new music worship team members.
- ▶ Purchase new music as needed.
- ▶ Maintain communication with choir and orchestra as needed (through Planning Center).

Oversight of Care & Inventory of Musical Instruments and other Music Budget Line Items

- ▶ Piano tuning (tuner keeps his own schedule, comes 4x/year).
- ▶ Maintenance and other purchases as needed (e.g. new bass guitar, etc).

Oversee Audio-Visual (AV) Technical Personnel and Equipment

- ▶ Oversee AV Team by providing vision and encouraging them as followers of Christ.

- ▶ Ensure team has the necessary resources (human and technical) required to support the worship, preaching, and teaching ministries in a way that points the congregation towards Christ without distraction.
- ▶ Coordinate with the deacon team and AV Personnel to provide oversight of AV needs including the purchasing and upgrading of AV equipment as needed.
- ▶ Help the team problem-solve technical issues and ensure corrective actions are proactively addressed when possible.

Plan, Lead, and Coordinate Rocky Family Night (RFN) & Special Events Music

- ▶ Coordinate music worship for monthly RFN meeting along with the senior pastor or other facilitating elder leading the evening session.
- ▶ Plan, assist, and coordinate special events that foster the spreading of the gospel to the local community through music and preaching of the word (e.g. Good Friday, Christmas Music Evening, etc.).

Assist and Provide Guidance to Children and Youth Music Ministries

- ▶ Provides oversight and assistance as needed for children's music programs.
- ▶ Supports and provides assistance as needed for Wednesday night youth-led worship.

Assist in Coordinating Baptisms, Church Weddings, Funerals, and Church Social Events

- ▶ Acting point person for church members interested in baptism, weddings, funerals, or other church related social events.
- ▶ Coordinate these events with senior pastor and other elders, church staff, and deacons.
- ▶ Ensure required information is communicated with to relevant parties and as required, with the church body (e.g. baptism date)
- ▶ Assist senior pastor, church staff, elders, and deacons in the orchestration and implementation of a given event.

Child Dedication Training and Services (2x per Year)

- ▶ Lead, coordinate, schedule, and communicate with families dedicating their children.
- ▶ Meet with families for a one hour training session on Saturday or Sunday AM prior to a dedication service.
- ▶ Lead the church and families through the child dedication service during gathered worship.
- ▶ Present child dedication certificates.

Coordinate Hospital Visitation Ministry

- ▶ Ensure and coordinate that the information related to church member(s)' emergency, hospital and medical, and other emergency needs are communicated to appropriate church members.
- ▶ Coordinate and ascertain the needs of members in these situations and determine desires for pastoral visitation, church member's visitation, and prayer.
- ▶ Notify other elders and staff when these needs arise. Arrange visits and care as required.
- ▶ Maintain ongoing visitation and communication with the family(s) and church members to ensure that the family(s) involved are well cared for.

Benevolence Ministry

- ▶ Support weekly benevolence as required (typically one per week).
- ▶ Attend benevolence team meeting weekly.

Additional Duties

- ▶ Attend monthly Twin Cities Ministerial Association (TCMA) lunches as able; maintain involvement with TCMA events in coordination with senior pastor.
- ▶ Developing and training mature believers to come alongside new believers in discipleship, especially those involved in worship & life group ministry.
- ▶ Assist senior pastor in writing weekly articles.
- ▶ Participate in, and possibly lead, Wednesday night prayer group (6:00 PM to 7:00 PM).
- ▶ Occasionally preach well-prepared expository sermons that have a sound Biblical foundation.
- ▶ Occasionally teach Adult Bible Fellowship (ABF) on Sunday mornings.
- ▶ Assist other staff pastors in pastoral, administrative, and other duties as required.

Endnotes:

1. This position is one of 3 full-time staff ministerial positions at Rocky Bayou Baptist Church. RBBC holds that biblically, pastors, elders, and overseers as mentioned in the bible are one and the same. Therefore as we seek God for the man to fill the ministerial functions of this staff opening, we are also seeking for someone who will be serving in the future on our elder board (staff and non-staff pastors) who are called to lead Rocky. This staff member will be expected to attend to matters of prayer, the word, and the shepherd and care for God's people. In that regard, this candidate must be Biblically qualified for the office of elder as described in Titus 1 and 1 Timothy 3. Additionally, the congregation must approve all elders, and therefore the called man may begin his ministry at Rocky as a staff "minister" to enable the congregation get to know him prior to his appointment as an elder candidate.