

Job Description – Associate Pastor of Worship

Principle Function

In his work, as Associate Pastor of Worship, he shall be responsible for planning, developing, coordinating, and promoting the worship ministries of First Baptist Church Perry. While the focus of his ministry will be worship, he will also be a minister of the congregation-at-large. He shall perform his duties in accordance with the teachings of God's Word and the Baptist Faith and Message 2000.

Immediate Supervisor

- The Associate Pastor of Worship is under the direct supervision of the Senior Pastor. The Church Council and Human Resources Committee may also provide supervision and accountability.

Education/Skills/Experience

- Bachelor's degree required. Seminary degree preferred. On-going desire and willingness to continue in education/professional development is expected.
- Proficiency in one or more instruments (preferably guitar or keyboard).
- **Must be proficient in reading of music with the capability to lead, direct and instruct music.**
- Must have the ability to lead, plan, organize, and direct the worship ministry of a growing church.
- Experience leading teams and developing leaders.
- Knowledge and ability to direct audio and video areas of the church.
- Must have a thorough knowledge of budgeting and forecasting.
- Must have the ability to deal effectively and tactfully with Church personnel, church members and general public.
- Must be able to submit to the spiritual authority of the Senior Pastor.
- Must be capable of administering Church policies and procedures.

Worship Ministry Responsibilities

- Meets weekly with the Pastor for planning worship services to establish an atmosphere of worship for the congregation.
- Leads the worship team to include the singers, instrumentalists, sound techs, and computer techs.
- Plans, schedules, leads, and coordinates the operation of corporate worship services.

- Prepares for and holds rehearsals for worship team during the week and Sunday morning including the music charts and sound set up.
- Ensures worship order for the bulletin is communicated to secretary in a timely manner.
- Oversees the videoing, and recording of worship services.
- Oversee the recruiting, scheduling, and development of instrumentalists, vocalists, songwriters, sound technicians, and computer technicians.
- Responsible for all choral, instrumental, ensemble, praise team, and solo music used during all scheduled and special services.
- Coordinate and unify the various music groups to avoid, conflict, duplications, and overlapping.
- Advise in matters of wedding, funerals, and special events in compliance with the facility usage policy.
- Advise in matters relating to building needs and design and audio/visual needs pertaining to preschool, children, youth, and adult needs in music and music education.
- Provide direction, supervision, and training to audio and visual personnel.
- Oversee the budget, maintenance, replacement, and upgrade of all musical equipment and worship-related technology and make necessary recommendations to church leadership.
- Prepare and present to the Stewardship Committee an annual budget for all music expenditures and ministries, **and maintain balanced budget throughout the year.**

Associate Pastor Responsibilities

- Assist with the on-going care of the congregation.
- Assist with hospital visits, nursing home visits, and extended care situations of the congregation.
- Provide basic counseling when appropriate.
- Assist with weddings and funerals when necessary.
- Serve as needed among various committees and leadership teams in the church.

Administration

- Attend weekly staff meetings, annual planning sessions, and staff retreats.
- Serve as advisor to the Church Council.
- Provide appropriate and timely ministry related announcements through all communications outlets.
- Participate in the overall life of the church and support its total program.
- Vision and ministry needs are subject to change. Be willing to fulfill new assignments or relinquish responsibilities as deemed necessary by church leadership.
- Perform other ministerial functions as assigned by the Senior Pastor.