

Winnwood Baptist Church
Job Description
Associate Pastor, Worship

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1. Qualifications

- A. The Associate Pastor shall have a genuine Christian character with a strong personal commitment to Jesus Christ, a person of high moral character, and a member in good standing of Winnwood Baptist Church.
- B. The Associate Pastor shall have sufficient training, skills and experience to serve in this capacity.
- C. The Associate Pastor shall have a genuine commitment to the ministries of this church and a sense of divine calling to this position.
- D. The Associate Pastor shall have shown proven effectiveness in leading contemporary worship in a church setting. This individual should also possess the ability to use creative planning, drama, praise team, multi-media and be able to direct a praise band.

2. Relationships

- A. The Associate Pastor shall be under the direct supervision of the Pastor.
- B. The Associate Pastor will work in close cooperation with other members of the church staff by attending staff meetings, keeping current with weekly church activities, scheduling building use, rehearsal time, and use of equipment and volunteers.
- C. Serve as staff liaison, coordinating with committees and teams as needed including attending meetings as necessary, to:

Family (Activities) Committee
Flower Committee
Kitchen Committee
Sound/Visual Committee

Bridal/Baby Shower Committee
Hospitality Team
Ushers & Greeting

- D. Report at the church business meeting.

3. Responsibilities

A. Music Ministry

- 1. In coordination with Senior Pastor and staff, plan weekly worship service(s) and special activities, including arranging order of service(s) to reinforce the sermon theme. Have responsibility for music for all worship services, lead adult choir, and coordinate with instrumentalists and vocalists for rehearsals, sound checks and preparation for the worship services.
- 2. Work closely with the Senior Pastor and ministerial staff in providing creative insight for worship services and events, including presentation, creative communication, drama, visual effects and video to reinforce the sermon theme.

3. Cultivate and encourage full graded choirs and oversee, develop, and implement other aspects of music ministry.
 - a. Be responsible for a graded choir program
 - b. Lead choirs in enlistment of new members.
 - c. Assist Nominating Committee in recruitment, training and supervision of graded choir program leaders.
 - d. Lead, train, and equip individuals for leadership in the worship experience. Coordinate drama ministries and cultivate church members who can express their gifts and skills through drama.
4. Cultivate and encourage small groups, ensembles, instrumental and solo work to be included in presenting special music.
5. Be responsible for or delegate the maintaining of the music library.
6. Responsible for overseeing maintenance of musical instruments and sound equipment.

B. Pastoral Care

Perform marriages and funeral services. Provide counseling, make hospital visitations and work with those who are grieving. Have the ability to teach and preach when needed.

4. Administrative

- A. The church office is open Monday through Thursday. Friday is to be a day off for staff.
- B. Participate in and attend Church Council and Finance Committee meetings.
- C. Prepare annual church budget for areas of responsibility as required. Control expenditures throughout the church year.
- D. Schedule dates for activities related to ministry areas through Church Council, Business Meeting and church calendar.

Skills:

Knowledgeable in computers, including ability to prepare and use PowerPoint presentations.

Ability to understand and use the sound system and to train others as needed

Works well with people

Clear communicator

Organized and able to delegate effectively

Innovative

Imaginative

Gifted and passionate

A personality that shows the joy of the Lord and to whom people are drawn because of the presence of Christ in his/her life.

August 2008