



## **Associate Pastor: Minister of Music and Worship Arts Job Description**

### **STATEMENT OF POSITION**

The Associate Pastor: Minister of Music and Worship Arts is responsible for building the body of believers and enhancing their worship experience by planning, directing, teaching and promoting a comprehensive worship and music ministry. As a spiritual leader within the church, the minister shall strive to enable persons to grow and mature in their understanding of Christian knowledge, faith and commitment. The minister shall also perform other duties as appropriate and assigned by the Senior Pastor. The minister's personal priorities are to be Christ first, family second, and then the church.

### **SUPERVISION**

The minister is accountable to the church through the Church Ministry Council and under the immediate supervision of the Senior Pastor. The job description for this position is prepared by the Church Ministry Council and maintained by the Human Resources Committee, in consultation with the Senior Pastor, and kept on file in the church office. The minister will be evaluated annually, by the Senior Pastor and the Church Ministry Council.

### **HOURS OF EMPLOYMENT**

This is a full-time professional ministry position. The work week will include weekday office hours, Sundays, evening meetings and events, and other times as required by the demands of the church schedule.

### **DETAILED RESPONSIBILITIES (In Order of Priority)**



**Be a spiritual leader of the church.**

The minister's life should be an example of Christian repentance and submission and obedience to the Spirit of Christ. The minister shall express the love of Jesus to all people. As an Associate Pastor,

he/she will assist in providing pastoral care and spiritual guidance to worship ministry members and to the church at large, fostering emotional and spiritual well-being. He/she shall assist in outreach visitation, hospital visitation and other pastoral duties as needed.



**Organize and implement a music program.**

The minister shall direct, plan, coordinate, conduct and evaluate a comprehensive church music program. He/she shall plan, promote, conduct and facilitate a fully graded choir program, including children's choirs, youth choir, adult choir, voice and instrumental ensembles, other special music groups, and other worship arts groups. The minister shall provide leadership in the selection of music to be performed by all groups to ensure that musical selections are suitable for the occasion and representative of performance quality of Christian musical excellence. He/she shall work with appropriate staff and lay leadership in determining music ministry goals, organization, leadership, facility needs, finances (including annual music budget) and administrative processes for implementing the music ministry. The minister shall serve with the Senior Pastor in counseling relative to music for weddings and funerals and other special ministries as called upon. The minister shall counsel and visit in coordination with the Senior Pastor, with special attention both to those involved in the music ministry and to prospective participants. He/she shall be responsible for securing music literature, supplies and/or equipment for the music ministry, while working in close harmony with the existing church budgetary procedures. The minister shall maintain a program of self-improvement in music which will be part of the evaluation process.



**Assist the Senior Pastor in planning, conducting, and evaluating worship services.**

The minister shall contribute to regular and special worship services as needed and in a manner that will enable the body of believers to grow and mature in their understanding of Christian knowledge, faith, and commitment. He/she shall work with the Senior Pastor in planning all regular and special worship services, including selection of hymns, special music and other worship elements. The minister shall supervise the acquisition, training, and use of all vocalists and/or instrumentalists who will participate in the worship services and other ministries of the church. Paid musicians/instrumentalists will be under the direct supervision of the minister. He/she shall encourage the development of the talents of persons of all ages with regard to worship arts and worship leadership.



**Perform administrative functions as assigned by the Senior Pastor.**

The minister shall supervise all personnel serving in and through the music ministry. He/she shall respond to requests by organizations and church members for assistance as needed, serving as a resource person to committees, teams, task forces, groups and organizations as assigned by the Senior Pastor. Utilizing the talents and abilities of the office staff to the degree possible, the minister shall perform other administrative tasks as required.

March, 2017

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