

# Family Church PC Position Description

**Job Title:** Worship Pastor

**Reports To:** Executive Pastor

**Position Status:** Full-Time Regular – Exempt

**Position Summary:** The Worship Pastor, working alongside the Lead Pastor, will develop, coordinate, and lead Spirit-led, inspiring worship experiences.

## **Key Responsibilities:**

- Lead the Worship Ministry by planning the worship music for all services and special events
- Lead vocally and direct the Worship Team and congregation in inspiring musical worship for all services, delegating when necessary
- Recruit, train, oversee, coordinate, schedule, all vocalists & instrumentalists so they are equipped to assist in facilitating worship in our services and ministries
- Consult with the Lead Pastor for appropriate musical selection regarding the themes of services, special events, and programs
- Practice music, ahead of time, to assure accuracy in conducting and leading
- Copyright Licensing – reporting, researching, renewing
- Coordinate and lead music staff meetings with music department staff to evaluate and plan the musical worship element for the Sunday services and other special events
- Attend weekly staff meetings for prayer, encouragement, calendar planning, ministry implementation, and evaluation
- Lead and direct the Worship Team worship rehearsals on Sunday morning and Wednesday evening
- Produce and edit other special videos as needed
- Prepare purchase orders and accurately report expenditures for accounting purposes
- Select, purchase, and approve necessary music, equipment, instruments, and other related resources for the Worship and Tech Ministries
- Oversee/coordinate logistical details and provide support and expertise for concerts and special events that involve music and other technical areas of the church
- Direct special musicals throughout the year
- Work with appropriate committees and staff members to carry out the Worship Ministry and the overall mission of the church
- Other tasks, as directed by the Executive/Lead Pastors

## **Qualifications:**

- Must be a born-again Christian with a growing, personal relationship with Jesus Christ that is reflected through your godly character, biblical priorities, healthy marriage and family, and wise stewardship
- Ordained Minister, spiritually gifted to pastor those under your care
- An evident calling and sincere passion to minister through Spirit-led worship and creative elements
- Seminary-trained or graduate level training preferred, conservative and evangelical
- Leadership skills that are reflected through a servant heart and ability to cast vision, enlist and equip volunteers, collaborate and build consensus, effectively organize ministries, serve cooperatively and submissively with fellow staff members, and an exemplary work ethic
- Knowledge of computer hardware and software including, but not limited to: Microsoft Office, ProPresenter, Adobe Suite, audio/video editing software, etc.
- Knowledge of internet and ministry planning website, preferably Planning Center
- Effective time management skills and organizational abilities, including good multi-tasking skills
- The ability to discern, analyze, and wisely resolve ministry issues
- Communicate effectively with individuals and groups, in writing and public speaking
- Be able to establish effective working relationships with others, with genuine love and concern

- Recognition of the need for and commitment to the confidentiality of information that exists in a church
- A core value of excellence
- The ability to prepare, present, and implement the Worship Ministry budget and expenditures, assisted by the Executive Pastor
- The ability to organize and coordinate work, set priorities, delegate, build consensus, and meet deadlines
- Submission to the leadership, established policies, and doctrine of Family Church PC

#### **Non-Optional Skills:**

- The ability to exhort and inspire the congregation in musical worship
- A quality singing voice with the knowledge of melody and harmony
- The ability to conduct vocals and instruments
- Competency to efficiently learn and memorize music
- Knowledge and appreciation of a full range of music styles

#### **Job Requirements:**

- 3+ years experience in church worship/music ministry
- Southern Baptist Convention experience or significant familiarity with Southern Baptists
- Agreement with *The Baptist Faith and Message* (for doctrinal agreement)
- Maintain a vital and wholesome personal relationship with the Lord through Bible study and prayer.
- Maintain proper priorities at home with his wife and children.
- As needed, visit/minister to members and prospective members in homes, nursing care facilities and hospitals. (This should be done alongside other ordained and lay ministers.)
- Flexibility
- Excellent verbal and written communication skills
- Cordial and professional conduct

#### **Evaluation and Compensation**

This position takes direction from and reports to the Executive Pastor. A performance evaluation will be conducted annually in order to make a recommendation for changes in compensation. The compensation package will be established by the Personnel Committee.