

GOOD HOPE BAPTIST CHURCH

JOB DESCRIPTION: ASSOCIATE PASTOR OF WORSHIP

SUPERVISOR: Senior Pastor
REPORTS TO: Elders
WAGE/HOUR STATUS: Full-time / Salary

Primary Purpose: Work closely with the staff to shepherd the Worship Ministry that provides pastoral leadership in planning, coordinating, implementing, and evaluating all areas of the ministry for all ages of the congregation that faithfully magnifies the greatness of God.

Qualifications: Bachelor's Degree and a proven history of serving in a multi-staff church worship team.

Special Knowledge/Skills:

- Experience in areas involving the leading of a diverse worship team that facilitates the church's mission of glorifying God and making Him known.
- Ability to meet people where they are and to assess needs related to the Gospel.
- Excellent administrative, communication, and presentation skills, both verbal and written.
- Proficient in Worship Media Software and Social Media.
- Effective organization and interpersonal skills.
- Exhibits proficiency in instrumental skills and leading choirs, bands, and vocal ensembles.

Experience: Minimum of four years as a paid Worship Leader on a multi-staff church team.

MAJOR RESPONSIBILITIES AND DUTIES:

Leadership and Oversight:

- Select music and plan services that are Scripturally based and theologically sound, celebratory, participatory, spiritual, and relevant.
- Direct music groups and congregational singing as appropriate and as needed/delegates accordingly.
- Work with the children's, youth, and senior adult leaders to create a worship culture and worship leader opportunities in which various ages can participate.
- Supervise the work of other music leaders in the church such as keyboardists, instrumentalists, vocalists, and other music ministry/choir leaders, and schedules as appropriate.
- Establish, communicate, maintain, and encourage lifestyle and ministry Scriptural standards for overall music ministry (per Music and Worship Covenant and Guidelines).
- Oversee/approve and schedule the sound/media team (sound, ProPresenter, lighting) and whatever is produced by that team for use in services (slides, videos, sound)-in coordination with the Communications Director.
- Assist with music planning for special services such as weddings, funerals, and other church gatherings and projects as appropriate and as needed.
- Oversee and guide ancillary teams directly connected to the Worship Ministry such as drama, interpretive worship teams, ensembles, etc.

- Supervise the care, maintenance, repair, and/or replacement of the musical instruments and equipment as appropriate.
- Oversee music/video copyright compliance licenses.
- Oversee music resource maintenance (stored music, props, etc.).
- Prepare and administer the Worship Ministry budget within the working procedures established by the church.
- Coordinate and plan advertisements and disseminate information regarding the Worship Ministry to the church as well as to the public.
- Work with the Communications Team to assist in updating the website as needed.
- Participate in weekly staff meetings and update the staff as needed.
- Provide pastoral care to those in the music and worship ministry.

Development:

- Maintain accountability for the music and worship philosophy and vision of each service by having open communication with the Senior Pastor and other team members to continually plan and improve services and worship plans.
- Work to develop and improve personal musical and worship-leading skills and those of others in the music and worship ministry through study and training such as seminars and conferences as appropriate and available.
- Re-evaluate on an ongoing basis and communicate covenant/guidelines/standards for the music and worship ministry to all participants.
- Guide enlistment and recruitment of congregational members to use their gifts/skills in music and worship ministry.
- Encourage instrumentalists to become most effective by attaining their highest level of musical excellence.
- Working with the Senior Pastor, take the initiative to keep the Worship Ministry updated in all areas and staffed with volunteers.

Supervisory Responsibilities: Paid ministry-contractual employees and volunteers.

Equipment Used: Copier, personal computer, audio-visual equipment, and cellphone.

Personal Life:

- A close and growing relationship with our Lord that encourages others.
- A humble heart that willingly submits to church leadership.
- A desire for church unity, servanthood, and faithfulness/perseverance in service.
- Is theologically grounded and submits to the Truth of Scripture.

Working Conditions: Mental Demand/Physical Demands/Environmental Factors:

- Maintain emotional control under stress and can work with frequent interruptions.
- Maintain flexibility in work assignments.
- Ability to set up/take down, relocate, and store ministry-related items up to 30 lbs.
- Ability to personally integrate drama, acting, role play, etc. when needed.
- Prolonged use of computer.