

# Worship Pastor Position Description

(Last Revision: 4/18/2024)

Position descriptions are intended to present an illustrative list of the range of duties. Specifications are not intended to reflect all duties performed within the position since activities change and duties must adjust to such changes.

<b><u>Type of Position</u></b>	Regular, Full-time, Salary
<b><u>Reports to</u></b>	Pastor and Deacons
<b><u>Overall Responsibilities</u></b>	Provides leadership, guidance, and encouragement to the music ministry.

## **Qualifications**

1. Has had a Biblical "New Birth" experience and call to music that is evident in actions, reactions and attitudes toward persons and events.
2. Maintains a personal program for spiritual growth and development through private Bible study, meditation, and prayer.
3. Knows and is willing to stand for beliefs in accordance with The Baptist Faith and Message.
4. Demonstrates a lifestyle congruent with the biblical requirements for leaders in 1 Timothy 3:1-12, 2 Timothy 2, and Titus 1:5-9.

## **Ability to:**

1. Lead a comprehensive church music program to include, but not be limited to, planning, organizing, coordinating, conducting and evaluating all aspects of such a program.
2. Lead the congregation in singing and worship.
3. Sing solo music.
4. Conduct the church choir.
5. Develop vocal and instrumental groups.
6. Enlist, encourage, and equip instrumentalists.
7. Read, write, and arrange music.
8. Work with computers and audio/visual equipment.
9. Establish and maintain effective relationships with those people contacted in the course of work.
10. Perform weddings and funerals as needed.

**Education:** A minimum of a four-year undergraduate degree in ministry from an accredited college or university is preferred. Experience and ability may substitute for education.

**Experience:** Prefer a minimum of five years' experience in music ministry in a church or similar religious setting

**Ordination:** Is ordained or meets requirements for ordination by a Baptist church

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## **References:**

1. Provide references from at least the last two positions held.
2. Provide at least two character references.

## **License:**

1. Requires a valid Texas Driver's License and to be insurable by the church's insurance carrier.

## **Key Tasks & Duties**

1. Works closely with the pastor in the planning and preparation of the order of worship.
2. Leads the congregation in worship.
3. Coordinates planning with age-group coordinators and supervises volunteers working with age group choirs and vocal and instrumental ensembles.
4. Rehearses instrumentalists.
5. Works with the pastor in the selection and preparation of music/dramas and other special presentations.
6. Works with respective committees in the purchase, use, care, and maintenance of instruments and equipment used in the various musical ministries.
7. Is responsible for use, care, and maintenance of audio/visual equipment used in all public worship, making sure it is working, used properly, and protected.
8. Trains and supervises volunteer personnel who operate the audio/visual equipment in all public worship services.
9. Teaches voice, rhythm, and other aspects of music in order to enhance the quality and availability of participants in the music ministry of the church.
10. Visit homes, hospitals, assisted living facilities, and nursing homes, and provide spiritual advice and guidance.
11. Is responsible for all announcements, news, releases, and articles pertaining to areas of ministry.
12. Strives to provide a sense of direction, order, and purpose for all music ministries of the church.
13. Is responsible for development and working within the annual budget for areas of responsibility.
14. Coordinates the planning and has oversight of special events and activities related to areas of ministry.
15. Is flexible during worship services so on-the-spot or last minute changes can be readily incorporated into the already-planned order of service.
16. Coordinates the church's music program with the organizational calendar and emphasis of the church.
17. Maintains the music library, material, supplies, musical instruments, and other related equipment.
18. Perform other music or ministerial duties as assigned by the Pastor or Deacon Body.

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## Conditions of Employment:

1. Passing a medical examination
2. Passing a drug/alcohol test
3. Passing a driver record check.
4. Passing a criminal record check.
5. Passing a financial record check

*First Baptist Church of Fredericksburg is an Equal Opportunity Employer and does not discriminate in providing employment because of race, color, age, sex, national origin, disability, or veteran status. The church may, however, differentiate with respect to religious affiliations or beliefs. This policy applies to all actions, conditions, and privileges of employment including hiring, compensation, benefits, promotions, transfers, training, social activities, and corrective action. First Baptist Church of Fredericksburg is a drug, alcohol, and smoke-free work environment.*