

Music Director

The ministry position described here will provide the church with inspiration and guidance for the growth and development of an effective music ministry within the local church and the larger Body of Christ. Although this ministry with music will be the primary focus of leadership, additional areas for ministry and leadership will be assigned by the Pastor. In the selection of these additional ministries, attention will be given to the needs currently perceived at the church, as well as the gifts brought to the church by the person called to this position.

QUALIFICATIONS

This Music Assistant to the Pastor will have a self-awareness of receiving a call from the Lord for his/her ministry, having had that call confirmed by others in the Body of Christ.

He will be holding ministerial credentials, or is moving in the direction toward receiving such credentials.

He will have had received training in music ministry, as well as experience in a variety of ministries in the local church setting.

He will possess, or be developing the following:

- 1) A teachable spirit, desiring to grow as a person and as a leader;
- 2) A proven ability to involve others in planning and decision-making;
- 3) An integrity of person, and a demonstration of those character qualities that are represented by the list of the fruit of the Spirit in Galatians 5:22-23, and a willingness to continue to grow in the development of such characteristics;
- 4) A pattern of spiritual growth that is evidenced by a life of prayer, personal obedience to the Word of God and the proven ability to discern the Lord's will and guidance in decision-making;
- 5) A basic understanding of the nature and operation of the church that is informed by Scripture and compatible with that of the Senior Pastor;
- 6) An understanding of his ministry that is being developed through disciplined times of reading and studying the Word, as well as related books and periodicals.

This Music Assistant to the Pastor will seek to be faithful in seeking the Lord in his own life, always striving to keep Christ the vital focal point in life.

EXPECTATIONS

1. The Music Assistant to the Pastor will conduct himself in such a way that his behavior, speech and attitudes represent a high standard of holiness. He will strive to live in such a way as to bring utmost respect to the office of Pastor.
2. He will demonstrate a strong sense of loyalty to the Senior Pastor and other members of the church's leadership team, endeavoring to be cooperative in the carrying out of his ministry tasks. When differences of opinion or problems arise in the performing of his work or relationships, the Music Assistant to the Pastor will always speak first of these matters in private conversation with the Senior Pastor. Should an occasion arise in which he feels that his concerns are not being adequately addressed, he will request a meeting with the Deacons of the church, along with the Senior Pastor.
3. The Assistant Pastor will keep the Senior Pastor and/or his Secretary apprised of his whereabouts at all times during those times he is considered to be "on duty".
4. He will keep regular work hours, as approved by the Senior Pastor, except when additional evening units of time are substituted as required. He will invest a minimum of thirteen (13) and a maximum of fifteen (15) units of time each week on behalf of the church. A unit of represents one full morning, afternoon or evening time period, each unit normally consisting of three (3) to four (4) hours.
5. Participate in the preparation of the annual budget relative to expenditures involved in the areas of ministry that come under his supervision, and see to it that expenditures are kept within the accepted budget.
6. Keep careful attendance and financial records for all areas under his supervision.
7. Maintain faithful attendance with appropriate attire at regularly scheduled worship services.
8. Attend weekly and special staff meetings at a time set by the Pastor, as well as periodic Church leadership meetings.

Specifically the expectations relative to the music ministry will involve such things as:

- 1) Give general oversight to all ministries related to music sponsored by the church. This will include all vocal and instrumental music for a variety of groups as well as sound system and visual equipment procurement, use and maintenance.
- 2) Prayerfully plan and provide leadership for each of the church's weekly worship services including but not limited to Sunday Morning, Sunday Evening and Wednesday Evening. This will involve the selecting and teaching of a growing repertoire of worship music to be used during and at the close of these services.
- 3) Develop ministry teams (adult, youth, children, vocal, instrumental, sound, visuals) for the leadership of worship in the regular and special services planned by the Senior Pastor. Establish regular contact with the leaders and members of these ministry teams.
- 4) At the Pastor's request, provide a brief summary statement of the Christian growth of the music ministry personnel, or an evaluation of any of the music ministries under his supervision.
- 5) Develop music ministries for children and youth as well as adults. Provide periodic opportunities for development and display of talent.
- 6) Periodically pray for each music team member by name.
- 7) Provide, either directly or through trained leaders, solid Scriptural teaching covering the issues related to worship and music ministry.
- 8) Give special attention to the planning of special music events to include outreach to the community.
- 9) Develop or assist with gathering times and events in such a way that the four main elements of the church are emphasized: worship, teaching, fellowship, and evangelism.
- 10) Encourage attendance at denominational and area worship training events.
- 11) Develop adequate means of feedback and evaluation concerning the music ministry.

In addition to the responsibilities related to the music ministry as outlined above, the Music Assistant to the Pastor will agree to provide leadership in additional areas of the church's ministry. These may include ministry with Young Adults, Home Fellowship Groups, Berean Classes, Bible Studies, or Prayer Meetings, or any other area assigned by the Senior Pastor.

The Music Assistant to the Pastor will be prepared to carry out any request of the Senior Pastor that is commonly understood to be a function that is related to pastoral ministry, or is supportive to the overall ministry goals of the church, provided adequate time for discussion is given to assure that the carrying out of such requests will not unnecessarily impinge upon other duties and responsibilities. Under normal conditions, such requests may include, but not be limited to, the following:

- 1) Teaching before either the entire congregation or designated groups within or without the church, where the Senior Pastor may otherwise have the responsibility to do so.
- 2) Assist with various matters related to worship services and special events.
- 3) Attend committee meetings, according to the suggestion or approval of the Senior Pastor.
- 4) Be available as a resource person to Deacons, as specifically assigned by the Senior Pastor.
- 5) Provide leadership for specified short-term projects.
- 6) Make phone and/or personal contact with members in crisis situations or in need of a follow-up visit.
- 7) Assist with general office duties as requested by the Pastor.

The Music Assistant to the Pastor will respond to requests for ministry involvement when either originating from the Senior Pastor or by his explicit approval.

OPPORTUNITIES

- * He will be provided a salary and benefits as approved by the Deacons.
- * He will have adequate office space and secretarial support.
- * At the discretion of the Senior Pastor, he will be invited to attend the annual denominational conference at the church's expense.
- * He will have opportunity to initiate new ministries within the church, under the guidance of the Senior Pastor.
- * He will be invited to attend the annual Appreciation Dinner for Deacons and Staff.
- * He will have one week's vacation each year for the first two years of service, and two weeks each year after that; after five years three weeks will be provided. This will be scheduled with the approval of the Senior Pastor. He will also have up to ten (10) holidays and/or personal days per year. One day a week will be utilized for personal and family purposes.
- * He will be free to attend six (6) Pastor's Fellowship gatherings or one day training events.
- * Each year he may request attendance at one seminar that would provide training and inspiration relative to the development of his ministry as it relates to the ministry of the church.
- * He may accept opportunities for ministry outside the local church, and accept leadership responsibility in an area or denominational activity related to his area of ministry with the express approval of the Senior Pastor

ACCOUNTABILITY

- * Primarily responsible to the Lord, performing ministry and leadership with enthusiasm and seeking to please Him.
- * Secondly, accountable to the Senior Pastor. The Assistant Pastor will keep the Senior Pastor fully informed of his work, seek counsel, and take instructions or corrections from the Senior Pastor when necessary. This will primarily take place during a one hour conference with the Senior Pastor which will take place at least once every two weeks. He will confer with the Senior Pastor about personal matters dealt with, to the extent that this information will aid the Senior Pastor in the fulfilling of his oversight of the church's ministry.
- * There will be a conference twice a year with the Senior Pastor. This will involve discussion of goals, program plans, resources needed, obstacles, calendar items, evaluation of ministry, and itemization of current reading.
- * An annual review will be based on: a self evaluation, evaluation by the Senior Pastor and an assigned Deacon. The evaluation will be based on this job description.
- * Accountability to the church will take place on a one-page written annual report provided during the annual business meeting.
- * He will submit such reports to denominational leaders if required for the maintenance of his credentials and a proper relationship with the Assemblies of God.

Fax your resume to (919) 231-2026 or by Email to Bishop@cwwoindustry.org