## Job Description

**Job Title** Pastor of Worship and Assimilation

**Reports to** Senior Pastor

**Status** Full-time, Exempt

Major areas of responsibility:

1) Plan and lead all corporate worship events

* In cooperation with the senior pastor, plan the order of Sunday morning worship, choosing music and other appropriate means to lead the congregation in worship
* Plan worship aspects of special services such as Thanksgiving, Christmas, and other events as requested by the senior pastor or the elder board
* Assemble and direct worship teams that will assist in leading corporate worship
* Recruit, schedule, and oversee accompanists for worship events

2) Oversee all special music and other special contributors to the worship experience

* Recruit and direct adult choirs
* Recruit and oversee volunteers to lead children’s choirs
* Oversee and approve any other special worship activities
* Audition and approve all solos or small singing ensembles
* Coordinate orchestral or other instrumental teams
* Manage the sanctuary sound system

3) Coordinate activities to welcome and assimilate visitors to the church

* Recruit volunteers to lead greeters, ushers, and information center helpers
* Oversee production of brochures and other materials geared toward helping visitors become familiar with the ministries of the church
* Plan content for “Getting to Know Our Community” Sunday School classes for those seeking to know more about involvement and/or membership in the church
* Coordinate strategy for follow-up of first-time visitors

4) Actively participate in the life of the church and it members

* Participate in small group ministries for the personal edification and discipleship
* Be available for individual counseling as needed, referring long term counseling to outside Christian counselors
* Serve as back-up for senior pastor in conducting funerals or handling crisis situations
* Participate in elder board meetings and other leadership activities as requested by the senior pastor
* Prepare and deliver a ministry report at the annual congregational meeting

### Key skills and abilities

1) Ability to effectively lead large group worship services

2) Ability to motivate and direct choirs

3) Strong interpersonal relational ability

4) Ability to organize multiple tasks and people toward a common goal

5) Flexibility in personality to adapt to changing needs and demands of this position

### Education and experience requirements

1) College degree with music emphasis

2) Three years experience in worship ministry leadership

3) Demonstrated life of moral and ethical purity, together with the qualities of an elder as described in 1 Timothy and Titus

**Requirements for all staff**

* Keep regularly scheduled office hours as agreed with supervisor
* Cooperate with other staff members
* Follow work rules and procedures
* Take direction from supervisor
* So far as it depends on you, maintain healthy working relationships with all other church staff and volunteers

**Physical requirements**

* Ability to sing
* Ability to stand for up to two hours
* Ability to travel up to ten nights per year for conferences and training