

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 its 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