

Position Description- **Pastor of Worship**

Responsibility: The **Pastor of Worship** is responsible for the development and oversight of a comprehensive Christian worship and music program. The **Pastor of Worship** is responsible for planning, conducting, leading, administering, and evaluating the worship and music ministry of the church. The **Pastor of Worship** shall report to the Senior Pastor, and shall work in harmony with the pastor, staff, and church body.

Qualifications: The **Pastor of Worship** shall have such qualifications as deemed necessary by the Personnel Committee; both experience and education will be considerations. The **Pastor of Worship** should possess a spirit-led love for the church family and should demonstrate spiritual growth and maturity. The Personnel Committee will seek advice and counsel from the Senior Pastor on the selection of all staff members and in determining their duties.

Education Ministry

Specific Responsibilities:

1. Direct the planning, coordination, operation, leading, and evaluation of a comprehensive music program.
2. Serve as chairman of the church music council which coordinates and sets the calendar for the worship and music ministry.
3. Train church council members. Set vision for the ministry. Establish goals for the worship and music ministry. Provide visionary leadership for the worship and music ministry.
4. Assist pastor in planning congregational services of the church.
5. Select music for each worship service.
6. Direct and lead music, special music, congregational music, and all other music for the church.
7. Train and equip the choir, the praise team, the orchestra and all other music ministries.
8. Enlist and train all leaders and musicians in the worship and music ministry.
9. Supervise the work of all music leaders in the music ministry. Delegate work.
10. Manage all volunteers and paid staff including both part-time and full time in the music ministry area. Recommend music ministry staff.
11. Coordinate the performance schedule of special music groups and individuals both within the church and those outside.
12. Provide supervision for the audio/video ministry. Coordinate, enlist, and train all audio/video technicians. Manage the week to week rotation and calendaring for the audio/video ministry.
13. Supervise and maintain an up to date music library. Provide music materials, supplies, instruments, and other music equipment for use in the church's worship and music ministry.

14. Make sure that sanctuary and CLC are ready for each worship service. Coordinate seating and manage those responsible for the setting up and tearing down of each building.
15. Prepare and administer the worship and music ministry budget.
16. Prepare the order of worship each week and distribute to all worship leadership participants.
17. Manage powerpoints and slides associated with week to week worship services. Utilize our present technology in the most effective way. Give leadership to the selection of new technology.
18. Coordinate with other church personnel and ministries to ensure audio/video/musical needs are met.
19. Perform other duties as assigned by Senior Pastor.