

JOB DESCRIPTION

TITLE: Minister of Worship

STATUS: Pastoral, Full-Time (Executive Staff)

POSITION SUMMARY:

The Minister of Worship is responsible for pastoral ministries, supervision of music and worship related ministries. As the worship leader, this person is to develop, conduct, schedule, and evaluate the music ministry and all areas related to worship.

I. RESPONSIBILITIES

A. Pastoral

1. Organize, coordinate, and oversee the accomplishment of Hillcrest Baptist Church's stated mission of "Loving and Serving God and Loving and Serving Others" as it relates to worship and music.
2. Assist the pastoral staff in ministering to the individual and family needs of our church members and perform other pastoral duties.
3. Actively participate in pastoral visitation, including visitation of church members, choir members, soul-winning visitation, hospital visitation, and visitation of shut-ins and rest homes.
4. Actively engage in the development and nurturing of interpersonal relationships within the congregation, vocalists, and instrumentalists.

B. Worship

1. Lead the congregation as assigned in a spirit of worship and focus on God through personal example and teaching opportunities.
2. Lead the Worship Ministry Team to discover needs, develop long-range goals around music and worship, and implement these goals within the life of the church.
3. Consult with the Senior Pastor regarding necessary preparations for worship services, prayer services, revivals, and other church related activities.
4. Stay informed and implement current worship trends, music methodology, materials, and music administration.
5. Bring diversity that represent our community into the worship service in accordance with biblical principles, to encourage, disciple, and empower Christians of all ages in the fervent and authentic worship of God through music.
6. Actively engage the body to worship and glorify God and to help transform lives to the likeness of Jesus.

C. Music

1. Lead in the planning, organizing, conducting and evaluation of a comprehensive music program including choirs, soloists, vocal ensembles, and instrumental ensembles.
2. Plan, coordinate, and lead the worship services.
3. Train and develop music ministry leaders, including accompanists, instrumentalists, soloists, praise team members and other musicians.
4. Lead in planning and promoting children's, youth, senior adult, and college choir and/or ensembles.
5. Provide leadership in developing musical talent within the church at large.
6. Coordinate the music program with the church calendar.
7. Coordinate with sound, lighting and video tech personnel and assist in scheduling.
8. Perform annual written performance evaluations for all paid music staff members.
9. Work closely with the wedding coordinator to approve or disapprove all wedding music, including both vocal and instrumental selections.
10. Supervise the maintenance of and additions to the music library, providing musical material, supplies, instruments, and other musical equipment.
11. Work closely with leadership to facilitate funeral musical arrangements.

D. Budget

1. Prepare and submit the music program budget for your areas to the Budget Committee in a timely manner during budget preparations each year.
2. Control expenses within areas of responsibility and consistent with Church policy.

E. Other

1. Discharge all duties associated with the affairs of Hillcrest Baptist Church with Christ-centered integrity, honesty, accuracy, and efficiency.
2. Maintain strict confidentiality and integrity in matters pertaining to church members and/or church staff.
3. Maintain a positive team focused approach when dealing with day-to-day workflow challenges and opportunities.

II. ACCOUNTABILITY

Reporting

The Minister of Worship reports directly to the Senior Pastor, or in his absence, to the Senior Associate Pastor.

Performance

The Senior Pastor performs the annual written performance evaluation, or in his absence, the Board of Trustees perform the annual written performance evaluation.

III. QUALIFICATIONS:

A. Personal

1. A born-again believer in Jesus Christ who is committed to living in accordance with the Word of God and a tither to Hillcrest Baptist Church.
2. Demonstrates a passion for and has an unequivocal call to ministry.
3. Shall maintain membership at Hillcrest Baptist Church.
4. Regularly practices the disciplines of daily Bible study and personal prayer.
5. A servant leader of his family (cf. I Timothy 3:1-7) (if married).
6. Willing to abide by and support the Church's policies and by-laws.
7. Open to continual learning with a flexible and a teachable spirit.
8. Excellent interpersonal skills, a healthy sense of humor, and ability to effectively communicate with all age groups within the Church.
9. Ability and willingness to work in harmony with the pastoral staff and Church leadership in such a way as complements the purpose of the church.
10. Possesses the willing attitude of a servant.
11. Conducts personal and professional life in an ethical and moral manner.
12. Supports Hillcrest Baptist's Church alignment with the Southern Baptist Convention.

B. Professional

1. A born-again believer in Jesus Christ who is committed to living in accordance with the Word of God and a tither to Hillcrest Baptist Church.
2. Demonstrates a passion for and has an unequivocal call to ministry.
3. 5+ year of experience in leading worship and overseeing music ministry programs.
4. Completed a Bachelor and/or Master's level degree in Music.
5. Experienced and knowledgeable in a variety of styles of worship.
 - (Tradition and Non-Traditional Worship in a Southern Baptist Church)
6. Experience in arranging vocal and instrumental music preferred.
7. A skilled conductor with choral and instrumental groups.