

# Beaver Dam Baptist Church

Job Description// Worship Pastor

## Principal Function:

The Worship Pastor is responsible to the Senior Pastor for assisting the church in planning, conducting, and evaluating a comprehensive music ministry.

## Supervision:

The Worship Pastor is accountable administratively to the Senior Pastor.

The Worship Pastor is also responsible to the local church body through the church personnel committee for employment requirements and responsibilities.

## Responsibilities:

Direct the planning, coordination, operation, and evaluation of a comprehensive Music Ministry.

- Coordinate the Church Music Ministry with the calendar and emphases of the church.
- Work with the staff and key lay leadership in determining music ministry goals, organization, leadership, facilities, finances, and administrative processes.
- Assist the pastor in planning worship services of the church and be responsible for the selection of the music.
- Be aware of weddings and funerals to be held in the church.
- Be available to counsel, arrange, and provide music for special projects, ministries, and other church-related activities in cooperation with appropriate individuals or groups.
- Direct music groups and congregational singing.
- Be responsible for enlisting and training leaders for the Church Music Ministry in cooperation with the church nominating committee.
- Supervise the work of all music leaders in the Music Ministry.
- Work in cooperation with the appropriate persons and committees in selecting, enlisting, training, and advising song leaders, accompanists, and other musicians who serve in church program organizations.
- Coordinate the performance schedules of music groups and individuals in the functions of the church.
- Give direction to a Music Ministry plan of visitation and enlistment.
- Supervise maintenance of and additions to the music library and equipment, including music materials, supplies, instruments, and other music equipment for use in the church's program.
- Stay informed on current music methods, materials, promotion, and administration, utilizing them where appropriate.
- Coordinate the training and use of instrumentalists and vocalists in groups or as individuals.

- In consultation with the Music Committee prepare an annual budget to be recommended to the Finance Committee. Comply with all established church policies and procedures as well as all applicable federal and state laws.
- On occasion be available nights and weekends for music ministry events as well as to work with the pastor in making emergency pastoral care visits as needed.
- Comply with all established church policies and procedures as well as all applicable federal and state laws.
- Serve as Staff Advisor for church committees as assigned by the pastor. 19. Perform other duties as assigned.

If after reviewing our church beliefs and this job description you feel that you are a good candidate for the position we encourage you to apply by emailing your resume to Alan Price at [aprice@bdbc.org](mailto:aprice@bdbc.org)