



Music Pastor

OUR NEED:

Northside Baptist Church is looking for a new member for our church staff. Our 20+ year Music Pastor recently left our church staff to join our school, Northside Christian School (NCS), staff. With his transition, we are in need of a new church staff member to provide leadership in our music ministries and our worship services.

OUR FLEXIBILITY:

We are posting this opening as a full-time, pastoral position and our desire would be to fill the position as such – full-time and pastoral. But we recognize the possible difficulty in finding a qualified individual who has the skills and abilities to lead both an excellent Traditional and an excellent Contemporary Service. With this recognition, we are willing to be flexible in our consideration of filling this position.

First, while we are looking to fill this as a pastoral position, we would be willing to consider candidates who would not be interested or qualified to serve as a pastor and instead would fill the position as a Music Director.

Second, while we are looking to fill this as a single full-time position ministering in both our Traditional and Contemporary services, we would be willing to consider candidates who might fill one but not both of these ministries and instead would be one of two part-time Worship Service Leaders (one for our Traditional and one for our Contemporary Service).

OUR PROCESS:

Since we are looking for a full-time pastoral position, the search will be done by the Personnel Committee of our Elder Board – Senior Pastor and 3 other elders.

The first step for any interested candidates would be to submit their resume with a letter of introduction including a link to online video that shows their leading/serving in worship services and an indication to their level of interest (pastoral or not, full-time or part-time).

Our remaining steps will be a review of received resumes, a narrowing to 5-6 qualified individuals who will be asked to complete application packets, a review of those application packets, a narrowing to 2-3 qualified applicants who will be asked to complete an interview, and then the selection of a qualified candidate for a visit. A pastoral hire needs to be approved by congregational vote.

OUR TIMELINE:

We will accept resumes until October 27. We will send application packets by November 14 and ask for them to be returned by November 30. Interviews (in person, by phone or video) will be conducted in the first 2 weeks of December. A candidate visit will then be scheduled for the first 2 weeks of January.

Position Guide

JOB TITLE: Music Pastor

FUNCTION: Pastoral/Administrative

DATE: September 2017

PRINCIPAL OBJECTIVE OF THE POSITION:

Under general direction, lead the Music Ministries of the church while serving as a spiritual leader. Through this effort, assist the Elder Board, the Senior Pastor the Church Staff and our people with accomplishing our mission of making disciples of Jesus Christ both here and abroad

RELATIONSHIPS OF THE POSITION:

- Serve as a Vocational Elder and a member of the Board of Elders
- Report directly to the Board of Elders for supervision and evaluation
- Work directly with the Senior Pastor for facilitation and coordination of this Ministry
- Reporting to this position are the Music Assistant, Technical Director, Service Leaders, musicians and volunteers of the Music ministries

DESIRABLE QUALIFICATIONS:

- A love for the Lord and for people
- An ability in music (traditional and contemporary) and a passion to lead others in worship
- A pastor with a heart and willingness to serve the people in our congregation and community
- A spiritual elder who meets the qualifications of Scripture, models the fruit of the Spirit, pursues the disciplines of the faith, is growing as a disciple and making disciples
- A loyal team member who can be trusted to handle confidential matters
- A hard worker who accepts ministry as more than a job
- An ability to deal effectively and work together with the Staff and the Elder Board

PRINCIPAL RESPONSIBILITIES:

- Oversee and lead the Music ministries of the Church
- Oversee and lead the Music personnel (staff and volunteers) of the Church
- Partner with the NCS Administration and Fine Arts Department
- Perform Pastoral Duties
- Perform Elder Duties
- Perform other related work as required and requested

Performance Standards

Music Pastor

Oversee and Lead the Music ministries of the Church:

Standards:

- A. General
 - Create a spirit of or facilitate a spirit conducive to worship in all our services
 - Lead Sunday services at least 47 out of 52 Sundays of the year
 - Organize and lead weekly planning meetings to coordinate series and theme of services
- B. Oversee and lead the 9:00 am Traditional Services
 - Selection of songs and setting of service order
 - Selection of songs for Celebration Choir
 - Conduct rehearsals and lead Celebration Choir
 - With the Senior Pastor, lead our congregation in worship during our 9:00 am services
- C. Oversee and lead the 10:30 am Contemporary Services
 - Select songs and setting of service order
 - Schedule and lead Praise Team practices (weekly or as needed)
 - With the Senior Pastor, lead our congregation in worship during our 10:30 am services
- D. Oversee and lead Special Services
 - Facilitate the seasonal Service Planning Team
 - Program and lead Communion, Good Friday, Easter, Thanksgiving Eve, and Christmas Eve services (and when appropriate Christmas Day)
 - Create/direct Easter & Christmas Musicals/Dramas
 - Lead Disney Candlelight Choir including practices and presentations
 - Recruit choir, soloists, ensemble, orchestra for special services
 - Oversee design and construction of sets to match the theme of the services
- E. Oversee Music Facilities
 - Prepare and restore Sanctuary platform and choir loft for services
 - Set up and organize choir room, music inventory, costumes and props
- F. Partner with Children's and Youth Pastors in the Music parts of their ministries
 - Provide input and help to Kids' Fine Arts ministry
 - Provide input and help to Youth Praise Team

Oversee and Lead the Music personnel (staff and volunteers) of the Church:

Standards:

- A. General
 - Recruit, empower, develop and shepherd those who volunteer
 - Select, prepare, schedule and oversee special music and accompanists
 - Select, prepare, schedule and oversee volunteers for our Praise Team
- B. Oversee and lead Church staff in their ministries and responsibilities
 - Music Assistant
 - Service Technician
 - 1.) Provide technical support (audio, video, computer, lighting) for our 10:30 am Sunday worship services and the weekly practices for those services
 - 2.) Train, schedule and oversee volunteers for our tech teams (9:00 and 10:30 am services)

- 3.) Set up (or verify correct setup) equipment and platform for services
 - 4.) Oversee and notify appropriate personnel of equipment needs and/or replacements
 - 5.) Help in recruitment or coverage of special services (weddings, funerals, concerts, etc.)
- C. Oversee and lead volunteers in their ministries and responsibilities
- Musical volunteers
 - 1.) Celebration Choir (9:00 am services)
 - 2.) Praise Team (10:30 am services)
 - 3.) Service leaders (Worship services)
 - 4.) Soloists and small groups
 - 5.) Instrumentalists
 - 6.) Kids' Fine Arts Directors
 - Service volunteers
 - 1.) Tech Team
 - 2.) Ushers
 - 3.) Communion Team

Partner with the NCS Administration and Fine Arts Department:

Standards:

- A. General
- Provide help to music ministries in NCS Chapels
 - Provide Pastoral Care to NCS faculty, staff, students and families through a weekly on-campus presence
 - Provide shepherding through involvement with a Middle or High School Small Group
 - Work with Fine Arts Department to help facilitate their concerts and musicals at NBC

Perform Pastoral Duties:

Standards:

- A. General
- Set a pastoral example of discipleship for our congregation to follow
 - Provide staff and congregational leadership
 - Provide congregational care and shepherding with attention to those in the Music ministries
 - Officiate at weddings and/or funerals as requested
 - Provide counseling (pre-marital, marital, crisis) as needed
 - Help provide preaching ministries (pulpit supply in worship services) as requested

Perform Elder Duties:

Standards:

- A. General
- Provide ministry leadership
 - Participate in regular elder meetings, Bible studies and times of prayer

Perform other related work as required and requested:

Standards:

- A. General
- Attend, help lead and participate in all necessary meetings: Board of Elders, Senior Pastor, Pastoral Staff, Full Staff, Music Leaders and Volunteers meetings