

# “Associate Pastor of Music & Worship” Job Description

New Castle Bible Church ([www.myncbc.org](http://www.myncbc.org))

## *Description of Ministry Role*

**The Associate Pastor of Music & Worship provides pastoral leadership to our music and worship ministries, and to the church at large. He will serve as a pastoral elder, as a member of the Worship Leadership team.**

As an associate pastor at New Castle Bible Church, he is an elder-qualified man serving in specific areas of pastoral ministry. Associate pastors may serve the congregation in general or in specific roles of spiritual equipping and oversight as determined by the elders. In addition, they are authorized by the church to perform the duties of pastoral ministry which include: preaching and teaching in the public worship services of the church, performing weddings and funerals, administering the ordinances of Baptism and Communion, providing care and counsel to the congregation, and developing the equipping ministries of the church. By virtue of their training, qualifications, and call to ministry, associate pastors contribute appreciably to the insight and vision of the senior pastor, as well as represent the church at large in the communities we serve.

As an associate pastor at New Castle Bible Church, he is not individually expected to perform all the work of this ministry, but rather to “equip” and “build up” the church for the work of this ministry (Eph 4:11-12). The following job description necessarily assumes a team-approach to serving this ministry.

## *Music & Worship Philosophy Statement*

**The Associate Pastor of Music & Worship must understand and agree to New Castle’s Philosophy of Music & Worship statement, and work to strengthen our church’s practice of the stated principles and applications in that statement.**

## *Defining Priorities & Values of Music & Worship at New Castle Bible Church*

As one of the core ministries of New Castle Bible Church, all music & worship must promote our core values:

- We value the Word of God.
- We value dependence upon God.
- We value spiritual growth in people.
- We value multigenerational ministry and worship.
- We value growing healthy families.
- We value those who do not yet know Christ.
- We value Biblical stewardship.

Therefore, as taught in *Worship Matters* by Bob Kauflin, we value Music & Worship ministry that:

- ...Magnifies the greatness of God ... (*Setting an example of reverence, passion, and wonder*)
- ...In Jesus Christ... (*Boldly centering on Jesus Christ and His person and work*)
- ...Through the power of the Holy Spirit... (*Dependently pursuing excellence with humility and prayer*)
- ...By skillfully combining God’s Word... (*Wholly Biblical content in full alignment with preaching*)
- ...With Music... (*Effectively speaking the heart language of worshippers with historic and contemporary music*)
- ...Thereby motivating the gathered church... (*Using truth to kindle deep, strong, real emotions towards God*)
- ...To proclaim the Gospel... (*Voicing astounding truths of man’s utter sinfulness and God’s all-sufficient grace*)
- ...To cherish God’s presence... (*Earnestly and expectantly seeking God’s drawing near*)
- ...And to live for God’s glory. (*Compelling a whole-person response of praise, love, and mutual edification*)

## *Expectations for Associate Pastor of Music & Worship*

- **Personal Walk**
  - Clear testimony of faith in Jesus Christ
  - Consciously seeking God's glory above your own glory
  - Heart for making disciples who know and follow Jesus Christ, and who make other disciples
  - Maintaining the character qualifications for biblical eldership
  - Relationally practicing a good working knowledge of God's Gospel
  - Growing in an awe of and love for God through regular prayer and Bible study
  - Able to genuinely and visibly engage with God as he leads others in corporate worship
  - Maintaining biblical priorities, especially in regards to home/family responsibilities
  - Committed to pursuing humility, submission, servanthood, and witness to the community
  - Love and appetite for continued learning regarding theology, music and best practices
  - In agreement with the doctrines and practices of the church
  - A member of New Castle Bible Church who is actively accountable to biblical community
  
- **Calling & Education**
  - Solid calling to serve as a supporting pastor in a growing pastoral staff
  - Called and gifted by God to serve in leadership of Music & Worship Ministry for the long-term
  - Master's degree preferred
  - Continuing commitment to personal and professional development
  - Willing to seek formal ordination at the recommendation of other pastors and elders (if not already ordained)
  
- **Experience & Required Skills**
  - Experience in leading worship in a growing multi-generational church
  - Competence in reading/writing music notation, and leading choirs and instrumentalists
  - Comfortable in a broad range of traditional and contemporary worship music styles and genres
  - Familiarity with *ProPresenter*, *Song Select*, *Planning Center Online*, *Powerpoint*, et. al.
  - Working knowledge of A/V technology (i.e. sound, video, and lighting, etc.), including but not limited to mixing, editing, final production
  - Must be an excellent time-manager who is able to bring a high level of consistent quality to multiple ministries working through several direct reports simultaneously
  
- **Ministry to the church at large**
  - Performing the duties of pastoral ministry, which include preaching and teaching
  - Performing weddings and funerals
  - Administering the ordinances of baptism and communion
  - Strengthening the equipping ministries of the church
  - Supporting other church ministries with regular encouragement, attendance, and prayer
  - Visiting people on hospital day assigned and visit shut-ins monthly.
  - Discipling men and provide shepherding and counseling of people as needed
  - Any special projects as assigned by Elders or Office Manager
  
- **Working Relationships**
  - Regularly meets with elders to collaborate on the development of ministry vision and strategy
  - Relates to the Senior Pastor for spiritual guidance, oversight, and encouragement
  - Reports to the Office Manager regarding day-to-day ministry operations and for evaluations
  - Attends regular and specially scheduled staff meetings, retreats and fellowship gatherings

## *Specific Ministry Responsibilities*

The Associate pastor of Music and Worship will work closely with our Senior Pastor in cultivating worship services and worship teams that help lead our congregation to see and savor the greatness of God in Jesus Christ, in the power of the Spirit. Fostering dynamic congregational worship, singing the best of the old and the best of the new, is a key priority for our church and we are seeking a man who's called and gifted by God in the following areas:

- Leading - Hebrews 13:7, 17; 1 Timothy 5:17 (overseeing and guiding the flock)

### *In plurality:*

- Serving as part of the Worship Leadership Team to discern and strengthen our Biblical vision and philosophy for our Music and Worship ministry
- Serving as part of the Worship Leadership Team to oversee the financial budgets and spending for all ministries under their care, including but not limited to: music and worship, hospitality, audio/visual, etc.
- Developing goals and objectives for all ministries in alignment with our discipleship processes
- Working alongside Children's Ministry Director and Associate Pastor of Student Ministry to facilitate an united philosophy of music ministry, curriculum, and teen/children worship

### *In the Assembled Congregation:*

- Planning the order of services for all weekly and mid-week and special worship services in consultation with the teaching pastor and the worship team
- Selecting the music for all weekly or special worship services
- Helping to coordinate elder prayer, and special events or guests, such as missionary presentations, parent-child dedications, baptisms, communion, etc.
- Providing pastoral vision to all Sunday morning hospitality ministries, including but not limited to greeters, welcome desk, café workers, and ushers
- Overseeing all audio/visual and production ministries, including but not limited to recruiting, training, scheduling, and supervising volunteers
- Working under the elders' direction to coordinate the hosting and production of desired concerts or special events

### *In the Worship Teams:*

- Leading weekly rehearsals that serve a threefold purpose of, (1) uniting hearts in a God-centered vision for worship, (2) preparing for Sunday's worship, and (3) cultivating Christ-centered community among the team
- Building on our traditions and having a vision for where God may be calling our congregation and volunteers to grow in new expressions of Christ-centered worship
- Providing pastoral leadership and supervisory direction for all the various elements of the worship team, including but not limited to volunteers serving in: bands, choirs, strings, orchestras, special numbers, sound booth or projection, lighting, video recording or production, and weekly online publishing
- Regularly setting time aside for developing his own personal gifts for the glory of God
- Overseeing all music education initiatives of the church, including but not limited to: music camps, voice or instrument lessons, the formal nurturing of talent across multiple age groups, etc.
- Cultivating and growing current and future leaders for all worship ministries

- Shepherding – 1 Peter 5:1-3 (feeding, nurturing, and protecting the flock)

*In plurality:*

- Upon ordination, serving as one of the church's elders in the full range of biblically pastoral responsibilities, demonstrating a commitment to this congregation and our mission
- Working in harmony with others while providing positive and constructive feedback to the elders and staff leadership team
- Communicating to all ministry volunteers and to the whole church the vision and plan that God has given the elders for this aspect of His church
- Shepherding all personal and team issues, conflicts, and/or integrity or moral failures per biblical guidelines with humility and maturity
- Engaging team members with genuine love, sacrifice, energy, and humor (1 Thessalonians 2:7-8)
- Gently correcting those members who believe false doctrine (2 Timothy 2:25)
- Confronting those who teach false doctrine within the ministry (Titus 1:9)
- Regularly have intentional disciple-making contact (calls, lunches, etc.) with ministry team leaders and committed volunteers

*In the Assembled Congregation:*

- Providing humble spiritual leadership through his gifts of music, prayer, and teaching
- Work closely with the pastoral team to develop themes and integrate the various creative elements into a cohesive message that supports the sermon series and other disciple-making priorities of the church
- Provide pastoral direction to the NCBC Design Team for all seasonal and creative decor which best serves the disciple-making priorities of the church
- Carefully select, produce, and utilize pre-service discipleship videos, countdowns, etc. to support the sermon series and help call people to timely and attentive worship
- Teaching God's word and sound doctrine clearly and faithfully to each member of the ministry (1 Timothy 3:2)
- Witnessing to the lost, and facilitating a spirit of generous hospitality to all in the ministry (2 Corinthians 5:20; Matthew 28:19-20)
- Counseling those members in the ministry who are in distress (Romans 15:14)
- Comforting those members in the ministry who are in despair (2 Corinthians 1:3-7),
- Equipping each member for service to the Lord (Ephesians 4:11-12)

*In the Worship Teams:*

- Working alongside all worship team volunteers for mutual joy and edification
- Recruiting, auditioning, teaching, and training all vocalists and musicians in the church to serve the congregation as a team with musical skill and humility
- Scheduling all team volunteers in advance with care for their right spiritual priorities
- Assist Associate Pastor of Student Ministry in creating appropriate student-led worship teams, mentoring and developing their spiritual gifts to assist in the responsibilities of the ministry
- Nurturing vocal and musical talent through formal or informal mentoring and discipling relationships