

**ASSOCIATE PASTOR OF MUSIC, WORSHIP
FIRST BAPTIST CHURCH, NEW BERN, NORTH CAROLINA**

Position Description:

The Associate Pastor of Music and Worship leads, coordinates, develops, and promotes the Church music program and has a major role in planning and implementing the worship services of the Church. These functions and responsibilities are coordinated in conjunction with the Senior Pastor and ministerial staff.

Music Responsibilities

- Coordinate the planning, implementation, and administration of the total music program of the Church.
- Develop/allow expression of musical talents (both vocal and instrumental) within the Church membership such as solos, duets, trios, quartets, and ensembles.
- Secure, train, and develop volunteer leaders (directors and accompanists) for all children's choirs.
- Responsible for providing or delegating leadership for all choirs (vocal and Instrumental) in rehearsal and worship.
- Coordinate seasonal and special music for all age groups.
- Serve as immediate supervisor of all employed and volunteer musical leaders.
- Advise on sound and technology for worship providing regular evaluation of needs within the church budget.
- Maintain the music library, materials, supplies, musical instruments, and other equipment.
- Prepare and submit to the Budget Committee an annual estimate of proposed music budget expenditures related to the music ministry.
- Requisition and/or approve the purchase of all music supplies.
- When appropriate, organize choir activities such as tours, camps, festivals, and clinics to develop and enrich church musicians and church music.
- In coordination with other staff members, invite special musicians to lead in congregational and community concerts.

Worship Responsibilities

- Plan, order, coordinate, and lead all worship services in consultation with all other pastoral ministers using gifts and talents of all church members. Creativity and innovative variation should be encouraged to keep worship fresh, engaging and meaningful to the congregation and participants.
- Direct the congregational singing in regular and special worship services.
- Assist in provision of music for weddings, funerals, special worship experiences, and other related Church activities as requested (i.e., Vacation Bible School, Christmas, and Easter).

Additional Responsibilities

- Attend and actively participate in staff meetings, retreats, and fellowships.
- Share in appropriate pastoral duties as needed or requested.
- Provide leadership to other members of the staff and work with them as a team, in discussion, fellowship, prayer, administration, and charting the daily course of Church events.
- Serve as the staff liaison to assigned standing and special committees or ministry teams of the Church.
- Provide input to the Church newsletter regarding the music and worship ministry.
- Prepare and submit an annual written report to the Deacons regarding music ministry and church worship.
- Perform other ministry functions as directed by the Senior Pastor and/or Deacons.