

**ASSOCIATE PASTOR OF MUSIC AND WORSHIP  
JOB DESCRIPTION  
FIRST BAPTIST CHURCH  
GONZALES, TEXAS**

**I. Principal Function**

The Minister of Music and Worship is responsible to the Pastor for the development and promotion of the musical programs of the church.

**II. Job Qualification**

- a. Education – Master’s degree preferred completed or in progress of completing in music from an accredited seminary or university.
- b. At least 5 years’ experience in music ministry.
- c. Testimony of calling to music and education
- d. Sufficient experience to demonstrate gifts, character, and potential for growth.

**III. Job Duties**

**a. Music**

- i. Give direction and supervision of the music program of the church to include the following ministries: sanctuary choir, praise ministry, senior adult choir, youth music program, children’s choirs, handbells, and other ensembles.
- ii. Coordinate music programs with calendar and church emphases
- iii. Assist the pastor in planning congregational worship services. Be responsible for the selection of the music and participate in the performance of the music.
- iv. Proficient in leading all styles of music.
- v. Supervise and edit production of the worship bulletin.
- vi. Assist with musical arrangements for weddings, funerals, retreats, and other church-related activities as requested.
- vii. Coordinate all musical groups and congregational singing.
- viii. Provide musical leadership to instrumentalists, coordinating rehearsals and directions for worship services.
- ix. Enlist participants and train leaders in the music program.
- x. Supervise the purchase of software, hardware, maintenance and use of music materials, equipment, and supplies.
- xi. Administer the budget of the music ministry with the treasurer and stewardship committee.

**b. General Ministry Duties**

- i. Conduct evangelistic/prospect visitation as assigned by the Pastor.
- ii. Conduct pastoral care visitation to homes and hospitals.
- iii. Assist the Pastor in providing training for lay ministry.
- iv. Meet regularly with the Pastor for short and long-range planning.

- v. Engage in continuing education through seminars, retreats, auxiliary groups, etc.
- vi. Collaborating with the Pastor to ensure the administrative duties of the church are managed and not overlooked. While remembering this is a church and not a secular business.
- vii. Any other ministry duties negotiated with the Pastor and personnel committee.

**IV. Technology**

**a. Multi-Media**

- i. Give direction and supervision of the multi-media program of the church to include the following: Facebook, Sound System, Website, etc.
- ii. Supervise the purchase, maintenance and use of sound booth, computer and filming equipment and supplies as needed.
- iii. Administer the budget of Technology with the treasurer and stewardship committee.
- iv. Enlist participants and train leaders in Technology for the church.