

September 25, 2018

## **Associate Pastor in Music and Pastoral Care**

**Pleasant Grove Baptist Church**

### **JOB DESCRIPTION**

#### **GENERAL:**

As a spiritual leader of the church the Associate Pastor in Music and Pastoral Care is to follow the teachings of the Bible in leading the church and represent the Baptist faith in accordance to the membership. The Pastoral Care Minister in association with the Senior Pastor will provide care and visitation to members who are no longer physically able to attend regular church services and those who have health and spiritual concerns where appropriate. The Associate Pastor in Music will provide leadership, direction, and participation with all areas of music ministry of the church in accordance with Senior Pastor guidance.

#### **SPECIFIC:**

- 1. Provide care, counsel, and visitation to members in the hospital, nursing homes, assisted living facilities or homebound.**
- 2. Assist Senior Pastor and other staff with ministerial needs as they arise.**
- 3. Participate and lead in funerals, weddings, and other special services as requested by the family and by the church.**
- 4. Work with ministerial staff and/or special project committees in planning and executing all services of worship, special worship events or other related events that are offered by the church to the congregation and to the community.**
- 5. Promote and encourage church members to share their testimonies and ministry experiences during worship services. Be inclusive of participation of lay leaders in developing and managing programs such as outreach – mission activities that they can share with the congregation the joys of serving in the name of the Lord.**
- 6. Supervise the work and involvement of paid music staff (organist and pianist).**

**7. Provide appropriate training material and communication with all music leaders (voluntary and paid music leaders).**

**8. Work with Children's Choir Coordinator to insure that the graded choir program for children functions appropriately and effectively.**

**9. Attend all church conferences with a prepared report. If attendance is not possible the senior pastor will present the report.**

**10. Maintain proper communication with the Church Council in the planning and offering of special music programs and/or music groups who may be scheduled to sing/play at PGBC with input from the Senior Pastor.**

**11. Direct all instrumentalists in providing music for worship service.**

**12. Provide nominations to the Nominating Committee for those to be considered as workers and leaders in the music ministry.**

**13. Coordinate music needs with the Audio Visual Committee.**

**14. Plan and administer the music budget.**

**15. Maintain the church music library with the assistance of choir officers.**

**16. Attend required weekly pastorate meetings. Attend full staff meetings if requested by the Senior Pastor.**

**17. Report to Senior Pastor.**