

First Baptist Church
909 SW 11th Avenue – Portland, Oregon 97205
fbc-portland.org

JOB DESCRIPTION FOR:

Director of Worship Ministries (.5 FTE)

Introductory Statement

The **Director of Worship Ministries** is a key member of the staff team at First Baptist Church, Portland, who works closely with the Pastor to help the church continue its rich history of traditional music elements, while leading the church in using updated musical styles and worship methods in order to reach a new generation. The Worship/Music Director will also lead worship at all 11:00 worship services that tends toward a traditional style.

Our congregation reflects the cultural and socioeconomic diversity of Downtown Portland and the surrounding metropolitan area, and we are passionate about serving our neighborhood and addressing the spiritual needs of our community. We also serve the spiritual needs of individuals who are only able to participate in our ministries online, many of whom do not live in our geographical area. As such, First Baptist is uniquely poised to address exciting opportunities for mission that can have a significant positive impact on the city of Portland and beyond.

The Staff of First Baptist Church engages in mutual prayer and personal respect; has a commitment to be open to God's will; and encourages the growth of Christ's Kingdom on Earth through the Ministries of First Baptist Church of Portland, Oregon.

Time Commitment

Total weekly commitment: 20 hours per week

- Sundays: 8:30am – 12:30pm (4 hours); 1:00pm - 2:00pm (1 Hour)
- Thursdays: 4:00pm – 6:00pm (2 hours)
- Special Events: Varies (2 hours per occurrence)
- Office Hours: Monday & Thursday 12:00pm – 3:00pm (2 hours)
- Planning & personal practice: Varies (5 hours)

Provisions

- Competitive salary, based on level of experience.
- Salary increases will be considered as part of an annual performance review.
- A mentoring arrangement with staff who have real-life ministry experience.
- A team of supportive staff and volunteers.
- An opportunity to grow vocationally and personally in a unique ministry setting.
- Office space.
- Free Downtown parking in the FBC parking lot.

Vacation

- Paid vacation time starts at 2 weeks per calendar year. Please refer to the Personnel Policy Manual for further information.
- All paid and non-paid time off must be approved and scheduled by the Pastor or the Executive/Personnel Committee.

Continuing Education

- After 12 months of employment, one week paid annual leave will be granted each calendar year for the purpose of attending a continuing education event in the area of music.
- Selection and timing of the event must be approved by the Senior Pastor, or, in the absence of the Senior Pastor, the Executive/Personnel Committee.

Reporting Relationship

- This position reports to the Pastor.
- This position supervises the Outreach Worship Coordinator, Organist, Accompanist and Worship Ministry Interns.

Character Qualities

1. Personal behavior, when representing First Baptist Church as an employee, that will not bring reproach or embarrassment to the church, its members or staff.
2. A team worker, sensitive to other staff and volunteers, treating all with cordiality and respect.
3. A collaborative attitude, able to work with different types of people in a sometimes high-pressure environment.
4. Must submit to a background check.
5. Must fully support the mission statement and ministry goals of First Baptist Church.

Required Qualifications

1. Commitment to Jesus Christ as Savior and Lord, demonstrating maturity as a person and as a Christian in personal conduct and in relationship with others. Called of God for Christian ministry with a commitment and a capability of working within a pastoral team.
2. Ability to sustain meaningful relationships, to give leadership in enlisting and organizing people in ministry, engendering lay ownership of program.
3. A loving heart for God's people with particular passion for connecting musically-gifted volunteers with appropriate areas of service.
4. Ordination by an American Baptist Church in keeping with ABC/USA ordination standards, or ABC recognition of ordination, or in process of ordination, or licensed by the local church.*
5. Membership at First Baptist Church of Portland.
6. Musical training and experience that adequately allows for fulfilling the needs of the Music Ministry of a church with a history of musical excellence.
7. Have a clear sense of calling to worship ministry and worship ministry at FBC Portland.
8. be able to lead worship from piano, or with guitar or other instruments.

Preferred Qualifications

1. Creativity and flexibility in a variety of musical styles for worship.
2. A desire to grow into new styles of worship.
3. Experience with preaching, teaching, and/or public speaking.*

Specific Job Duties

1. In partnership with the Pastor and Executive Pastor, format and plan weekly Sunday services and other special services (Christmas Eve, Maundy Thursday, community or denominational services, etc.); serve as Worship Leader for worship services, responsible for smooth flow of worship elements by ensuring all participants are properly informed and in place.

2. Teach leaders, volunteers, and pastoral staff about worship, providing a theological and biblical framework for FBC's approach to worship ministry. This may include occasional preaching, not to exceed twice per year.*
3. Work with other pastoral staff to administer the ordinances of baptism and communion.
4. Select Congregational Songs, and other Special Music for worship services that will reinforce the sermon topic and compliment the mood and/or style of the services.
5. Select, rehearse and direct music for the choir; recruit new members; encourage all as they serve God and minister to those who worship at First Baptist Church.
6. Work closely with supporting staff & volunteers, who will lead contemporary elements of worship services, to ensure all contemporary worship music reinforces the sermon topic and compliments the mood of worship services.
7. Monitor job performances of supporting staff. Establish a mutually beneficial working relationships that will encourage open communication, allowing for positive input and discussion of ideas and concerns. Be prepared to accurately evaluate job performances for annual reviews.
8. Utilize technology for planning worship services and communicating with staff and volunteers, including Planning Center Online, ProPresenter, CCLI, Song Select, texting, email, Church Community Builder and social media.
9. Create all lyrical slides for worship songs and hymns used in services.
10. On a weekly basis, using existing templates in Planning Center Online, by the end of the day Monday, compile drafts of worship services for review by the Pastor.
11. Purposefully introduce the church to new music and styles of worship, over time, in order to enrich worship experiences and enhance outreach to the younger generations.
12. Select, present and encourage a broad range of quality Christian music conducive to the styles of each worship service format. Be open to suggestions from the Pastor and Worship Team.
13. Approach music in worship as an enhancement to the worship experience, not as a performance.
14. Assist with incorporation of multi-cultural musical groups to enhance worship experiences.
15. Rehearse choir on assigned rehearsal dates in partnership with pastoral staff and Worship Team.
16. Coordinate worship service audio needs in a timely manner with A/V technicians to ensure proper amplification and visual support of all musical elements of worship services.
17. Communicate with worship greeters and Head Usher regarding special needs or requirements.
18. Accommodate changes to normal worship formats, communicate with Decorations Committee as to adjustments to regular Sanctuary Platform set-up.
19. In the absence of the Organist, ensure a qualified substitute – paid or volunteer – is in place for worship services.
20. Provide qualified substitute to rehearse and direct the choir during vacations and other absences.
21. Attend weekly staff meetings.
22. Attend sessions of the Worship Team as Church Staff liason.
23. Attend sessions of Diaconate, special committees or task forces, as requested by the Pastor, Diaconate or Executive/Personnel Committee.
24. Monitor maintenance and tuning needs of organ, pianos and other church-owned instruments.
25. Flexibility and openness to adapt as ministry needs change overtime.

Signed:

Employee _____
Date

Supervisor _____
Date