

ANTIOCH FELLOWSHIP MISSIONARY BAPTIST CHURCH

POSITION: Associate Pastor/Director of Worship and Arts

REPORTS TO: Executive Director of Ministries

WORK HOURS: FULL-TIME Sunday to Thursday and On-Call as Needed

PRINCIPLE FUNCTION

The Associate Pastor/Director of Worship & Arts is responsible for leading the Worship Team, including the worship team members, singers, in the weekly execution of our Sunday service, Prayer Night, and any other church events requiring worship. This individual will also create, launch and oversee a progressive variety of compelling worship avenues (dance, drama, mime etc.), and worship streaming. The director will work closely with the Lead Pastor and Executive Pastor to establish and execute the church's brand strategy. This person will also partner with the Lead Pastor and creative team to coordinate weekly worship content, including music selection, audio/visual technology, creativity in worship experience, service flow and web presence. This position requires a high level of passion, energy, creativity, and proven effectiveness. The director also has a complimentary scope of administrative duties related to the Planning Center, Sunday Slides, Equipment Inventory, and other worship related administration.

SPECIFIC RESPONSIBILITIES

- Under direction of the Lead & Executive Pastor, oversees the selection and production all music, video, and multimedia
- Oversees production and delivery of all video content, including sermon and service videos and ad hoc projects.
- Partners in development and produces special creative content for church projects/events, including testimonials, films, and open mic functions.
- Partners closely with Lead & Executive Pastor to develop, structure, and lead the tactical execution of Worship team goals and weekly rhythms.
- Organizes, trains, recruits, schedules and interviews performing and support volunteers for Sunday services and church events.

- Effectively manages the worship team budget in accordance with purchasing guidelines.
- Leads worship and trains worship leaders and teams to ensure the flow of worship
- Oversees Minister of Music to ensure choir preparation, readiness and song selections to ensure flow of service
- Oversees Musical Director to ensure band preparation, readiness and creativity
- Creates processes to ensure that KidsPoint Children's Ministry and YOUTH MinisTRY Student ministry develops a healthy, sustainable worship culture for their services.
- Provides pastoral guidance scripturally, in the fullness of the Spirit, and pastoral support to build up, coach, and minister to worship team members.
- Provides functional and spiritual oversight and accountability to the Worship Team members.
- Acts on behalf of the church in pastoral leadership for our members when needed.

Additional Duties

- a. Cooperate with the Senior Pastor, Associate Pastors, Board of Trustees and other staff members in promoting the entire ministry plan of Antioch Fellowship Missionary Baptist Church.
- b. Be available for spiritual consultation of church and non-church members as needs arise.
- c. Submitting information on a timely basis to members of the media team for announcements via TWAA and website.
- d. Utilize the services of the support staff, which are consistent with their Position Descriptions.
- e. Supply written updates of changes to programming related to Worship and Arts to all members of the staff and others (Ministry leaders).
- f. Give full support to the Unified General Operating Budget of Antioch Fellowship Missionary Baptist Church and avoid soliciting or expending funds not previously authorized.
- g. Assist with teaching, preaching, visitation and other assignments upon request.

- h. Attend all staff meetings (General and Pastoral) unless given permission from the Executive Pastor to be absent

Basic personal responsibilities:

- a. Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer and meditation.
- b. Maintain proper priorities in your home
- c. Develop personal evangelism opportunities within and outside the church.
- d. Financially support the works of ministries of Antioch Fellowship Missionary Baptist Church by faithfully giving at least 10% of your gross income. Maintain wise stewardship measures over the remaining 90%.

Qualifications

- People-oriented -- enjoys interacting with people and working on group projects
- Autonomous/Independent -- enjoys working with little direction
- Innovative -- prefers working in unconventional ways or on tasks that require creativity
- Oversee the worship experience and creative planning process.
- Works in collaboration with the Senior Pastor to lead creative team.
- Interpersonal skills toward staff, congregational members, and people outside of church.
- Prior leadership experience of 3-5 years in position preferred.
- Manage worship arts budget.
- Work with Tech Director to solidify tech needs each week.
- Schedule worship team members, rehearsal times, report times and service times weekly.
- Other duties assigned