

CHINESE BAPTIST CHURCH JOB DESCRIPTION

POSITION:	Worship Associate Pastor
RECRUITMENT BY AND RECOMMENDED BY:	Personnel Committee, Senior Pastor
ELECTED BY:	Church Congregation
REPORTING TO:	Senior Pastor
PRINCIPAL FUNCTION:	To develop and promote comprehensive worship ministry in accordance with the vision and goals of the church.
POSITION REQUIREMENTS:	A born-again believer who has put his/her faith in Christ Jesus as his/her personal Savior and shows evidence of mature faith; must be in full support of CBC's Statement of Faith, have contemporary music skills, have seminary training, a minimum of two years' experience in worship ministries, possess good verbal/written communication and interpersonal relationship skills, have the ability to lead and direct a lay staff while maintaining strong teamwork atmosphere and be willing to work non-standard hours on an occasional basis.
RESPONSIBILITIES:	
1. Worship Service	- Planning, Coordinating, and/or leading worship services in conjunction with the English & Chinese Pastors during the worship services
2. Worship Ministry	- Ensure Worship Ministry is meeting vision and goals of the church - Prepare the worship budget and steward expense - Responsible for leading and /or coordinating all worship programs - Coordinate choir and art ministries and ensemble rehearsals - Enlist and provide training for worship leadership and worship support personnel - Supervise the work of the worship support staff (e.g., worship team leaders, choir/drama assistants) - Supervise the maintenance of all instruments, musical materials and equipment. - Develop the human resources of worship teams
3. Outreach	- Assist Senior Pastor in the following ministries: a. Visitation b. Evangelism through music programs c. Plan and organize/lead choir tours d. Lead and direct music-oriented mission trips
4. Music Education	- Provide music training courses and classes as required - Encourage and motivate miscellaneous worship and conference attendance - Provide resources for growth in the area of worship
5. Special/Annual Event	- Supervise any church-wide event as assigned by Senior Pastor

- 7. Administration
 - Assist as needed beyond what is mentioned in Worship Ministry Responsibilities above
 - Ensure compliance with all copyright laws related to music and drama scripts.
- 8. Counseling
 - Worship leaders, workers and members
 - Provide general counseling as needed
- 9. Miscellaneous Duties
 - Be available for outside speaking engagements as required
 - Act as church representative for outside church and/or organization conferences as required
 - Assist Senior Pastor in providing vision, goals and direction for Chinese Baptist Church

Signature: _____
(Pastor)

Date: _____

Signature: _____
(Chairperson, Personnel Committee)

Date: _____