

Pastor of Worship and Family Life

Ministry Responsibilities | September 2019

Summary

The primary responsibility of the Pastor of Worship and Family Life is to lead in the implementation of the vision of Northwest Bible Church, with a particular emphasis on corporate worship, family ministries, and outreach. The Pastor of Worship and Family Life must be a servant leader with the ability to think strategically about NWBC's musical, evangelistic, and educational efforts, effectively organize and execute that strategy, and encourage members of NWBC to be joyfully involved in those efforts. This position gives final report to the elders and the congregation and is supervised by the Pastor of Preaching and Vision. He will function in the following roles:

Pastor and Elder

First and foremost, the Pastor of Community Life will serve as a shepherd for the members of NWBC.

- Serve as an Elder of NWBC.
- Participate in and/or lead a NWBC Community Group and Small Group.
- Teach, preach, pray, and lead publicly as necessary.
- Disciple and counsel NWBC members as necessary, including marital and pre-marital counseling.
- Attend staff meetings, staff debriefing meetings, and other gatherings of the staff.
- Attend the services of the church and address problems and needs as they arise.

Worship Leader

The Worship Leader serves the church by ensuring that the service is organized, carefully planned, intentionally structured, and regularly reviewed. The duties and responsibilities of the Worship Leader will be as follows:

- Oversee the leadership of congregational worship at scheduled church services. This would include:
 - Creating an order of worship for each Sunday service that is spiritually and intellectually engaging and aesthetically stimulating.
 - Directing the assembly in worship at Sunday services.
 - Properly communicating with all others involved in the Sunday services to assure their prepared, informed involvement (accompanists, audio-visual technicians, readers, prayer leaders, etc.).
 - Training and scheduling other worship leaders.
 - Recruiting new musicians and worship leaders.
- Schedule and oversee all special music and assist when needed in the planning and preparation of musical programs.
- Faithfully communicate with pastors concerning musical issues and discuss new developmental plans prior to implementation and new participants prior to their involvement

Oversee NWBC Family Ministries

- Oversee and manage the following Children's Ministry workers:
 - AWANA Director
 - Nursery Director
 - Sunday School Director
- Work with childcare staff and deacons to ensure the efficient running of childcare systems.

- Oversee recruitment, training, and development of children’s ministry workers.
- Oversee and develop a long-term vision and plan for AWANA and Children’s Ministry.
- Develop and regularly review Children’s Ministries curriculum
- Maintain an ongoing schedule of Sunday School and Children’s Church classes and engage teachers for each of those classes.
- Develop processes to assess and give feedback to Sunday School and Children’s Church teachers.
- Oversee the implementation and revision of the Child Protection Policy.

Supervisor of Outreach

- Oversee church welcome center and the design and creation of any promotional materials.
- Oversee, organize, and train greeters towards a vibrant and effective hospitality ministry.
- Manage contact and communication with visitors.
- Work at assimilating visitors into our church by connecting them with other church members and informing them of upcoming membership classes.
- Schedule and oversee Baptism and Membership Classes.
- Schedule and oversee Guest Fellowships and gatherings.
- Create a vision and apply practical steps to improve the church’s engagement with our community and care for those who visit.

Overseer of NWBC Community Groups

- Oversee and manage the church’s Community Group structure.
- Identify, train, and support new Community Group Leaders as needed.
- Develop and provide opportunities for ongoing training and encouragement for Community Group Leaders.
- Serve as point-person for situations in which Community Group Leaders need further pastoral support.

Associate Pastor Requirements:

- A Master’s degree in biblical or theological studies or equivalent is preferred.
- Previous experience in local church ministry.
- Excellent administrative and communication skills.