

## **Full Time Pastor/Director of Worship Ministry and Small Group Development.**

As the North Shore Community Church (PCA) of Oyster Bay, NY grows, we envision a need for increased leadership in two areas: oversight and development of our worship and music ministry, as well as the building of a community of adult leaders who produce and reproduce more small groups and discipling relationships within the church. We are hopeful to find someone who is passionate and gifted to give direction and oversight in both areas of our church life. This position is full-time, may be ordained, and is accountable to the session through the pastor.

### **Director of worship ministry.**

#### **I. Qualifications:**

##### *Personal Attributes*

1. Strong commitment to Jesus Christ. Evident piety. Theologically compatible with our church.
2. Good verbal and written communication skills.
3. Evident zeal and exuberance in private and public worship.
4. Strong pastoral and discipling heart and energy for those who serve under their leadership.
4. The flexibility to implement new and innovative methods to enhance the musical ministry.
5. Effective planning and organizational skills.
6. Ability to work with youth and children, developing their praise and worship.
7. Ability to inspire and instruct musical teams to excellence.

##### *Technical Competencies*

1. Proficiency in music direction and corporate worship leadership.
2. Proficiency in an instrument is required.
3. Ability to organize and lead weekly and seasonal rehearsals, in addition to Sunday.
4. Ability to sight read music.
5. Ability (or willingness to learn) to read chord charts and/or play by ear desirable.
6. Familiarity with contemporary, traditional, and classical worship music.
7. Knowledge of A/V and sound equipment.
8. Awareness of CCLI issues.

#### **II. Areas of responsibility:**

1. Leading the worship band/vocal team/congregation on the Lord's Day.
2. Lead weekly rehearsals with the worship band/team with a view to musical excellence.
3. Recruit, screen and approve musicians and vocalists who wish to assist in our worship.
4. Planning the weekly service in coordination with the pastor
5. Grow and develop the music ministry (Youth Band, Children's choir) with the mission of the church
6. Lead special seasonal music (including hiring musicians as needed)
7. Secure substitutes to provide music leadership when needed
8. Purchase all music, supplies, equipment, and supervise their maintenance
9. Select music from sacred, classical, traditional, contemporary, and other resources
10. Attend church staff meetings and regular worship planning meetings (monthly)
11. Assist in the development of the annual music budget
12. Contribute articles to the newsletter or web site promoting the worship ministry of the church.
13. Participate in and encourage music outreach to the community
14. Maintain our "Planning Center" website.
15. Understand and advise on all aspects of technology used in worship.
16. It is assumed that the worship ministry will require between 20 – 30 hours per week, fluctuating through the annual church year.

## **Oversight of Small Groups Ministry from College Through Adults.**

### **I. Qualifications:**

1. Demonstrates personal spiritual maturity and integrity.
2. Is in theological agreement with church's purpose, mission and theological statements.
3. Has relevant theological education and related discipleship experience to qualify for this position.
4. Able to think comprehensively about the body life and social architecture of the church.
5. Loves people and eagerly desires to see discipleship in the church.

### **II. Areas of Responsibility:**

1. This person will work to build a community of adult leaders who produce and reproduce small groups and discipling relationships within the church.
2. Spend time in prayer and recruit prayer for small group leaders.
3. Cast vision in the congregation for small group ministries through announcements, testimonies, web site, personal conversations.
4. Recruit and train small group leaders and their apprentices through materials, retreats, seminars and other training venues.
5. Cultivate a welcoming "open" spirit to assimilate new people into groups.
6. Develop rhythms in the church year for small groups.
7. Develop a plan to gather and disciple local college students (LIU, NYIT, Old Westbury, Webb)
8. Maintain a database and web site for small groups that reflects comprehensive and systematic oversight of the body life and social architecture of the church.
9. Administer budgets for small group and college ministries.
10. Complete semi-annual reports that go to the session and staff.

### **IV. Working Relationships**

1. This person will report directly to the Pastor and is accountable to the Board of Elders.
2. This person will function as a member of the ministry staff of the church, participating in weekly staff meetings and advising church leadership of issues related to the small groups ministry.
3. It is assumed that small groups ministry will require between 10-20 hours per week, fluctuating through the annual church year.