

CORNERSTONE PRESBYTERIAN CHURCH
ASSISTANT PASTOR OR DIRECTOR OF WORSHIP

Cornerstone's Worship Pastor or Director will be responsible for the healthy growth of worship ministry. He will also either lead youth ministry or hospitality and welcome ministry, depending on gifting. He will serve full-time as a PCA ordained or ordainable minister, or unordained full-time director. The proposed salary package is commensurate with experience.

Position Qualifications:

1. A growing church leader preferably with 2 years ministry experience.
2. Ideally, proven leadership experience in worship services that are musically inspiring, Scripture-filled, gospel-centered, mission-focused, engaging, and joyful.
3. A committed follower of Jesus Christ who demonstrates spiritual maturity and a growing personal relationship.
4. Strong musical, interpersonal, and administrative skills.
5. Excellent written, verbal, and interpersonal communication skills.
6. A self-motivated learner committed to personal and professional development.
7. A desire to be coached and encouraged by leaders and collaborate in ministry.

Key Responsibilities:

(See detailed job description on pages 2-3)

1. Oversee Worship Ministry
 - a. Weekly planning and preparation, which includes song selection, liturgy planning, leading on Sunday morning, and recruiting and equipping other leaders.
 - b. Ministry development, which involves identifying new volunteers and leaders, continuing to develop ministry skills, and providing regular updates on goals to the session.
 - c. Understand Cornerstone's ministry plan, particularly focused on being a church Devoted to Worship. This includes implementing gospel liturgy and Reformed elements in weekly worship and working to see the church grow in worship in every area.

Additionally, based upon gifting and fit, responsibilities will also include one of the following:

2. Youth ministry, which involves recruiting, training and leading a volunteer team to build relationships with and point students to Jesus as they grow in the Word. This will play out in developing a holistic strategy for students including large group, small groups, and events.
3. Hospitality & welcome ministry, overseeing the process of enveloping visitors into the life of the church. This includes leadership of greeters, refreshments, and communion servers, as well as developing a hospitality/welcome team to oversee the entire ministry.

Detailed Job Description

Oversee Worship Ministry.

Weekly planning and preparation.

- a. Confirm song selection that blends the theme of the sermon with intentional hymnody (see worship white paper on the Church profile).
- b. Plan service liturgy in conjunction with Pastoral Staff. Implement a strategy for integrating new songs and keeping sets from getting too repetitive.
- c. Utilize Planning Center and ProPresenter or other tools to have liturgy ready to project on Sunday morning.
- d. Lead the congregation in musical worship on Sunday mornings.
- e. Recruit, equip, and lead the worship team in preparation for Sunday worship through rehearsal. Intentionally seek new or unused talent in the congregation or other paid musicians to supplement as needed.
- f. Develop other leaders, like audio/visual, for Sunday morning, approved by the music team and staff report.
- g. Train musicians in the form of music lessons for worship team volunteers. Develop and lead trainings for worship volunteers twice a year.
- h. Continue to develop the live-stream ministry; oversee, train, and build teams to run the live-streaming services every Sunday.

Ministry Development

- a. Recruit, train and lead the music team, including regularly scheduled music team meetings (at least quarterly).
- b. Recruit, train and lead musicians, sound, and slides.
- c. Report regularly to the session on goals and ministry.
- d. Oversee updating of technology and items related to worship budget.
- e. Pursue continuing education/mentoring to develop leadership and music skills, approved by the Senior Pastor, for mentorship and discipleship in the areas of church leadership and music ministry directing.
- f. Incorporation of special music at the discretion of the worship director. This may include things like choir, children's choir, and involvement with helping youth group implement worship, working in conjunction with staff/ministry teams.
- g. Continue to develop a culture of excellence in all areas of worship, including musicianship, technology, sound/slides/video, communication and set-up.

Understand Cornerstone's value of being Devoted to Worship.

- a. Understanding of and agreement with Cornerstone's ministry plan.
- b. Implementation of gospel liturgy and Reformed elements in weekly worship.
- c. Participate in all-church events, coordinating music as needed.

Additionally, based upon gifting and fit, responsibilities will also include one of the following:

Youth Ministry:

- a. Recruit, train and disciple youth volunteer leadership. This includes leading through delegation and equipping, utilizing a youth team and regularly involved volunteers who will minister to the students.
- b. Develop an intentional strategy based upon Cornerstone ministry plan to engage with both high school and middle school students, as well as male and female students, being aware of needs for spiritual growth.
- c. Lead a Weekly large group gathering consisting of Bible Study/teaching, worship, discipleship groups, and fun activities.

- d. Coordinate youth small groups, providing shepherding training and support for group leaders. Discipleship of the students in groups led by volunteers is a key goal of this ministry.
- e. Ensure proper planning and execution of youth events (retreats, service, missions, fun events), being present at events, teaching when needed, and meeting regularly with youth leadership.
- f. Provide training and equipping for parents to create a culture of family discipleship.
- g. Work with other ministry leaders on integrating youth into the life of the church.

Or Hospitality and Welcome:

- a. Create a welcome process that covers a holistic approach of enveloping visitors into the life of the church, guiding them into community groups, membership and service in the church.
- b. Develop a welcome/assimilation team approved by the session to help oversee the assimilation process, providing strategic planning, communication, and help recruit volunteers. See Cornerstone ministry plan for more information on ministry teams.
- c. Evaluate and develop a plan for current assimilation processes, including greeters/ushers, refreshments, and communion to provide structure, job descriptions and communication, while continuing to recruit and train volunteers to support the welcome process.
- d. Coordinate with ministry leaders to help integrate uninvolved members and regular attenders into the life of the church by identifying giftings and passions and connecting them to ministry and service opportunities.
- e. Research strategies from resources (books, other churches, etc.) that are doing assimilation well and implement them in a way that suits Cornerstone's ministry context. This includes potential space needed for a welcome area on Sunday mornings.
- f. Oversee communication process with staff for visitors, including bulletin/order of worship, attendance, printed materials, and prayer marker/weekly email.

If ordained or ordainable, the job may also include the following:

- a. Preach, assist in worship leading, and with weekly communion as needed.
- b. Work with the senior pastor to identify future leaders and oversee their spiritual growth.
- c. Help with pre-marital counseling and other counseling or shepherding issues as needed.
- d. Attend session and presbytery meetings.

Position reports to the Senior Pastor under the oversight of Cornerstone's Session. Worship side also takes guidance from worship whitepaper in the Cornerstone ministry plan.