



OFFICE
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Wyckoff, NJ 07481

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www.bethanychurch.tv

Position Title: Team Pastor:Worship
Supervisor's Title: Lead Pastor
Last Revised: 19 December 2013

General Summary

The Pastor of Worship & Media is primarily responsible for developing and overseeing the musical and artistic aspects of the ministry of Bethany Church. Through worship and other medium, the Worship Pastor will facilitate an environment that allows people to engage in a life-changing relationship with Jesus Christ and helps build an authentic community of followers actively involved in service to Him. The Pastor of Worship will serve as part of the overall pastoral team, reporting primarily and directly to the Lead Pastor.

PRIMARY RESPONSIBILITIES :: (as serves LEAD PASTOR)

1. Works with and Assists the Lead Pastor with Overall Church Goals & Objectives as follows:
 - a. Leads the congregation in worship each Sunday.
 - b. Demonstrates & communicates the heart & spirit of worship to the congregation.
 - c. Demonstrates a servant's heart.
 - d. Provides care for the facility, its workers, and volunteers in ministry.
 - e. Integrates and evaluates standards of excellence in worship programming.
 - f. Communicates regularly with Bethany attendees in support of events & programs.
 - g. Communicates and models the vision of Bethany Church with the staff and attendees of the campus.
 - h. Facilitates special projects, events, services, conferences, etc.
 - i. Acts as a catalyst for new initiatives in support of Bethany Church's vision.
2. Works with the Pastoral Staff as a Team to help build all aspects of ministries as they relate to Worship. (as serves TEAM PASTORS - DEPARTMENTS)
 - a. Identify, recruit & develop musicians & tech personnel to facilitate worship in each campus
 - b. Works with Campus Pastors and Media Director to oversee development of creative arts and media appropriate for weekly services, holidays, missions focus, other special events, etc.
 - c. Develop the repertoire of "hymns, psalms & spiritual songs" that facilitates engaging worship during services.
 - d. Pastoral care of worship members, tech and media personnel.
 - e. Works with Campus Pastors and Media Director to facilitate worship & media for outreach events.
 - f. Works with Campus Pastors and Media Directors to oversee, develop, and maintain audio-visual gear for each campus.
3. Leads Weekend and other Pertinent Special Services. (WEEKLY SERVICE RESPONSIBILITIES)
 - a. Lead worship at designated campus for weekend services & special events.
 - b. Develop & maintain personnel schedule for worship teams, tech, media, etc for all campuses.
 - c. Continued development & training of musicians, tech & media personnel.
 - d. Preaches occasionally designated live Sundays.
 - e. Lead and/or participate in altar ministry times.
 - f. Works with Campus Pastors and Maintenance Staff to ready stage for Sunday service.
 - g. Attends and supports various "all campus" events (rallies, missions conventions, church work days, etc.).
 - h. Schedule and facilitate events with special music guests.
4. Manages Budgets for all related ministry responsibilities.
 - a. Includes: worship, advertisement, special guests, set design, and others.



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- 5. Attends and Contributes to the Weekly Staff Meeting.
 - a. Presents weekly follow up report
 - b. Comes prepared for vision casting.
- 6. Meets Weekly Schedule Expectations.
Works from the Wyckoff office.
 - a. Maintains communication with the Wyckoff office staff (skype, cell phone etc.).
 - b. Returns phone calls and emails promptly.
 - c. Maintains office hours as directed by the Lead Pastor.
 - d. Interacts with the local community to develop and grow the church.
 - e. Works with other Campus Pastors to continue to grow all ministries at all venues of Bethany Church.
 - l. Acts as Bethany Church's liaison to the larger community in which the campus is located. This includes local government, schools, and community organizations.
- 7. Maintains Building and Church Decorations
 - a. Weekly care of facilities as they relate to worship department.
- 8. Cooperates in Full with the Objectives Outlined in the Bethany Church Employee Handbook.

KEY PERFORMANCE MEASUREMENTS

- 1. Key Indicators
 - a. Service responsibilities: duties performed efficiently & professionally.
 - b. Team development: perceptive growth of worship team & its members both numerically & spiritually.
 - c. Regular updating, improvement & maintenance to all aspects of ministry as noted in PRIMARY RESPONSIBILITIES #2. (Songs/music, technology, web, etc.)
 - d. Holds regular meetings / training of team leaders & individuals on team.
 - e. Aspects of ministry & responsibilities do not suffer significantly when absent.
- 2. Individual Goals
- 3. Annual Evaluation
- 4. Compliance with Policies and Procedures
- 5. Team Building
- 6. Self-Starter with a Managerial Work Ethic
- 7. Genuine Care for People
- 8. Good Communicator

EMPLOYEE: _____ DATE: _____

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Attachments:

I. Competency for Pastors and Staff

Competencies - Pastoral

1. Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in team problem solving situations; uses reason when dealing with emotional topics.
2. Project Management – Develops campus plans; coordinates events; communicates changes and progress; completes events on time and budget; manages project team activities.
3. Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to other's ideas and tries new things.
4. Oral Communication – Speaks clearly and persuasively in positive and negative situations; listens to others and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
5. Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to other's views; gives and welcomes feedback; contributes to building a positive team spirit; puts the success of the team above own interests; builds morale and the group's commitments to goals and objectives; supports everyone's efforts to succeed.
6. Change Management – Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.
7. Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others; inspires respect and trust; gives appropriate recognition to others.
8. Quality Management – Looks for ways to improve and promote quality; demonstrates accurateness and thoroughness; follows policies and procedures; applies feedback to improve performance.
9. Cost Conscious – Works within approved budget; contributes to surplus and revenue; develops and implements cost saving measures; conserves Bethany Church's resources.
10. Diversity – Shows respect and sensitivity for cultural differences.
11. Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works ethically and with integrity; upholds organizational values.
12. Strategic Thinking – Understands Bethany Church's philosophy of ministry. Helps identify strengths and weaknesses; identifies external threats and opportunities.
13. Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in the decision-making process; makes timely decisions.
14. Motivation – Demonstrates persistence and overcomes obstacles; measures self against standard of excellence.



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15. Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

16. Confidentiality -

- a. Keeps all salary and benefit information confidential except for in the case of the lead pastor and financial officers. Does not compare or publicly discuss salary packages and benefits.
- b. Maintains strict confidentiality concerning all counseling sessions, personal appointments, budget and deacon meetings, and all other confidential requests.
- c. Does not meet alone with members of the opposite sex in regard to normal pastoral or ministry activity unless otherwise cleared by the Lead Pastor or supervising personnel.

17. Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; and uses equipment and materials properly.

18. Innovation – Meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas.

19. Appropriate Dress - Maintains appropriate dress for the office, church services, and other pertinent activities.

20. Giving -

- a. Gives tithes to the proper entity. Credentialed ministers to NJDC (75%). Bethany Church (25%). Non-credentialed ministers (100%) Bethany Church.
- b. Fully supports in a financial manner the Faith Promise concept of Bethany Church and other missions offerings.

21. Lifestyle - Lives out spiritual principles required for pastoral leadership (participates in a small group; tithes; consistently attends worship services; involved in outreach; follows Christ personally and passionately; maintains sexual purity).

Competencies – Musical

1. Singing - Is vocally proficient. Can lead congregational singing.

2. Instrumental Ability - Is highly proficient in one or more of the instruments of utilized in modern worship services (i.e. Keys, Guitars, Drums, Wind, Strings, and/or Electronic).

3. Musicianship - Exceptional musicianship, including, but not limited to, understanding of basic music theory, ability to read and notate music, familiarity with Nashville number system, base knowledge of various instruments, etc.