

## Associate Pastor for Music and Adults Job Description

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Job Title: Associate Pastor for Music and Adults

Reports to: Pastor

Position Status: Full-Time

Purpose:

The role of the Associate Pastor for Music and Adults is to provide leadership and support to the music ministry and adult ministry of Boiling Springs Baptist Church. This person works with the pastor, staff and lay leaders to carry out the vision and goals of Boiling Springs Baptist Church by focusing on music as a form of worship and spiritual enrichment and assisting the pastor in the spiritual formation (faith development) of adults from post-high school through senior adults. As directed and needed by the pastor, this position supports and assists in various pastoral responsibilities.

Job Responsibilities and Duties:

Adult Responsibilities	Music Responsibilities
Provide guidance, support, and supervision for adult educational opportunities, including Sunday School and other spiritual growth experiences.	Direct, support, and supervise a comprehensive church music program including age-level choirs, vocal, and/or instrumental ensembles.
Assist the pastor in creating an atmosphere of hospitality for all and the assimilation of individuals into our church body and ministry.	Assist the pastor in planning congregational worship services.
Provide supervision for ministry opportunities such as CARE, Cup of Cold Water, and BSBC Food Pantry.	Serve as leader in the worship services, giving direction to music selection, the congregational singing and sanctuary choir.
Provide guidance and support for adult ministry opportunities and activities.	Supervise the work of paid music staff and volunteers and meet with the music committee.
Assist the pastor as requested in pastoral duties such as visitation, preaching, teaching, outreach, weddings, funerals, etc.	Plan, organize, and coordinate the music program and special music programs and/or concerts with the church calendar.
Provide guidance and support for senior adult ministry opportunities and activities.	Oversee maintenance of the music library, materials, supplies, musical instruments, and other equipment useful in the music ministry.
Prepare, submit, and administer an annual adult budget that reflects the needs of the adult ministry program.	Prepare, submit, and administer an annual music budget that reflects the needs of the entire music program.
	Assist in the selection and provision of appropriate music for weddings, funerals, special projects, and other church-related activities.
Other Duties as requested by the pastor.	

Please submit resume to [bsbcmusicminister@gmail.com](mailto:bsbcmusicminister@gmail.com)