

Pastoral Apprenticeship: Worship and Administration

First Baptist Church of Spring Lake

Biblical References: Acts 20:28-32; 1 Timothy 3:1-7; 1 Timothy 5:17; Titus 1:5-9; 1 Peter 5:1-4

Purpose: To faithfully lead the congregation in worship during corporate gatherings, with a specific effort to build up the church's understanding and theology of congregational worship. Additionally, to aid the pastors and church staff with office administrative tasks to ensure the organization and functioning of the church.

Employee Classification: Part-Time/Bi-vocational Salary (20-25 hours).

Supervisor(s): Senior Pastor

Compensation: \$24,000-30,000 per year in salary commensurate with experience and qualifications.

Qualifications:

- Professing and evidencing a saving knowledge of the Lord Jesus Christ, and having subsequently received the ordinance of believer's baptism by immersion.
- Meeting the qualifications of a spiritual leader, demonstrating a deep commitment to Christ, and possessing a lifestyle that is consistent with this calling.
- Having a track record of active involvement in a local body of believers of like faith & message.
- Exhibiting evidence of growth in the qualifications for overseers & deacons in 1 Timothy 3:1-13.
- Maintaining an active prayer life and consistent commitment to God's Word.
- In full accord with the vision, core values, doctrinal statement and by-laws of FBC Spring Lake.
- Clear desire to minister to the Church by leading in the public reading of Scripture, exhortation, and teaching (1 Tim 4:13), and leading them in songs, hymns, and spiritual songs (Eph 5:19).
- Displaying experience, skill, and gifting in leading congregational worship through singing and playing instrument(s).
- Modeling a history of being a team player with strong interpersonal skills.
- Ability to raise up and develop new team members and volunteers.
- Competency or learnability in audio/visual technology and media.
- High proficiency in electronic and interpersonal communication.
- The ideal candidate will have or be pursuing a degree at a like-minded Christian institution (bible college or seminary).

Worship Ministry Responsibilities (~35%):

- Work with the pastors to plan and lead all corporate worship gatherings of the church.
- Maintain oversight of the music ministry as the primary worship leader for the church.
- Select and teach the congregation songs with theological depth and corporate suitability.
- Aid the pastors in overseeing the audio/visual/media ministry.
- Attend all staff, elder, and members meetings.
- Be a part of the Spiritual Development team, attending meetings and applicable events.
- Participate in and visibly support church-wide efforts in the fulfilling of the Great Commission.

Administrative Responsibilities (~55%):

- Assist the pastors and church staff by overseeing week-to-week office management tasks.
- Coordinate specified weekly office hours with the pastors.
- Create monthly newsletters, calendars, prayer lists, social media posts, and weekly updates to efficiently communicate with the congregation.
- Print weekly worship guides and/or bulletins for use during Sunday services.
- Oversee the Sunday morning greeting team by maintaining a consistent schedule.
- Work with the church custodian regarding management of facilities.
- Take initiative in handling other various administrative tasks that may come up.

Leadership Training Responsibilities (~10%):

- Attend first scheduled Membership class upon arrival.
- Participate in FBC's Leaders in Training program, facilitated by the Senior Pastor.
- This program is designed to identify, train, and raise up leaders (elders, deacons, etc) within the church. The curriculum for this 12-month program is available upon request.

Submission:

- Interested and qualified applicants should submit their resume, cover letter, and 3 non-family references to: cmcmakin@fbcsl.com
- While not required for consideration, candidates are urged to include files, links, and/or videos that demonstrate their ability to lead congregational worship.