

INDIAN CREEK BAPTIST CHURCH

MINISTER OF EDUCATION, DISCIPLESHIP and MUSIC

JOB DESCRIPTION

The Church Constitution governs and supersedes all items within the job description.

Position: Permanent; Full Time.

- Requires passing criminal, financial and sexual misconduct background checks; abiding by church policies and procedures as they are developed and implemented.

Principle Function

The minister of education and music is responsible for the life of music and education within the church and should be sensitive to the worship/education needs of the congregation. Plan, evaluate, and conduct a comprehensive music, media, and education ministry. Assist the pastor in leadership, management, and pastoral oversight of Church membership.

Qualifications

The person whom God leads to Indian Creek must be of Godly character, having attained the qualifications as described in 1 Timothy 3:1-13 and Titus 1:5-9. The minister will be fully committed to God's calling to the ministry. An undergraduate degree, seminary degree, or five years' experience in related field is preferred. The candidate for this position must demonstrate knowledge of the Word, strong teaching, organizational and communication skills. It is also required for the minister to establish primary residence within the Mineral Wells area.

General

The minister will serve as a member of a team dedicated to Christian service; therefore, the minister's conduct should always become that of a Christian. Personal traits such as a mature and pleasing personality along with high moral standards and personal integrity are essential.

The Senior Pastor will supervise this position with oversight by the elders. Failure to comply with these responsibilities could be sufficient grounds for dismissal.

Education Responsibilities

- For all adults as defined by aged 18 or older and out of high school.
- Plan, conduct and evaluate a comprehensive program of Christian education, including Sunday school/small groups, Discipleship Training, and Missions Education.
- Oversee selection, enlistment, and training of teachers, workers and members for the church's educational programs and ministry teams.
- Recommend and coordinate use of existing educational space.
- Develop and administer the Church's visitation, outreach, and evangelism programs.
- Assist Senior Pastor with discipleship of adults, including, but not limited to: leading and teaching special study groups and occasional pulpit teaching.
- Consult with leaders of ministry teams to formulate the annual education budget.
- Provide oversight for budget compliance throughout the year.

Music Responsibilities

- Lead the planning, coordination (with the church calendar), operation and evaluation of the church's music program.
- Coordinate the planning of congregational services with the Senior Pastor. Communicate responsibilities and selections in a timely manner to appropriate personnel to ensure quality worship experience.

- Coordinate, direct and/or oversee rehearsals and performances of music ministry, including worship teams, musicians, choirs, and sound technicians.
- Oversee the church's music library, sound system and media equipment to ensure the highest quality worship experience possible.
- Serve as ex-officio member of Music Leadership Team.
- Consult with leaders of ministry teams to formulate the annual music budget.
- Provide oversight for budget compliance throughout the year.

Proposed by:

Personnel Committee

Date: 7/25/10

Approved by: _____
(Elders)

Date: _____