

Music & Media Pastor

Areas of Responsibility:

The Music & Media Pastor will be responsible for developing and executing a long-term vision and plan for these ministries. He will provide overall leadership in developing, administering, and directing the Music & Media ministries of the church.

Other responsibilities include, but are not limited to:

- **General:**
 - A growing relationship with Jesus Christ
 - A call to full-time ministry
 - A passion for worship and a working knowledge of media, both digital and print.
 - A display of such desirable qualities as teamwork, cooperation, dependability, organization, hard work, respect, staff loyalty, and a teachable spirit
 - A degree in a ministry related field
 - A commitment to and agreement with the statements of beliefs of Covenant Baptist Church as stated in the Constitution and Bylaws
 - Maintain a regular time of Bible study, prayer, devotion, and personal spiritual growth
 - Maintain open communication with the pastor in planning and directing the Music & Media ministries through staff meetings and other meetings as needed
 - Perform other duties as assigned by the Senior Pastor

- **Ministry:**
 - Coordinate ministry to support and complement Covenant Baptist Church's purpose and vision
 - Work well with the Senior Pastor and other staff to coordinate various activities and develop growth and unity within the entire church
 - Play an active role in all aspects of church life beyond Music and Media, such as being visible and available during regular church meeting times.
 - Attend all worship services unless prevented by ministry duties approved by the Senior Pastor.
 - Serve as Staff Advisor for church committees as assigned by the Senior Pastor. Attend the regularly scheduled meetings of assigned committees.
 - Visit hospitals, nursing homes, and individuals in coordination with the Senior Pastor and other staff
 - Be a visual part of the community promoting Christ and our church, helping where certain skills can make a difference and be a positive influence
 - Participate in and be a supporter of the local Association, State Convention, and SBC

- **Music:**

- Assist the Senior Pastor in developing the order of worship for all services
- Direct and lead the adult choir and congregational singing
- Cultivate a sense of comradery among the adult choir through planned social events
- Give direction to the hand bell choir, drama, instrumentalists, soloists, ensembles, and special music events
- Give direction to the youth and children's music ministries
- Supervise and maintain music library and any additions
- Supervise and maintain music equipment and any additions
- Supervise maintenance of and additions to sound equipment
- Prepare an annual music ministry budget

- **Media:**

- Recruit, organize, train, strengthen, and cross-train volunteers to run audio, computer, video, and streaming during services.
- Manage and direct the sound team and all elements of the audio, visual, and streaming elements for all worship services
- Create policies and procedures for operating audio/video/streaming equipment
- Create a standard operating procedure for each role. Train and cross train the team accordingly
- Serve and oversee set-up of any field production using audio/video/streaming
- Keep content on all media platforms accurate and current, with the assistance of office staff - including website and all CBC-approved social platforms
- Establish and maintain a printed inventory of equipment
- Produce and create promotional announcements in partnership with all ministries including still and motion graphics, sermon bumpers, church bulletin, and church prayer sheet to be viewed before, during, and after services. Also, video media for special events and advertisements
- Oversee stage lighting during worship services/events
- Monitor live streaming of video via web and social media for Sunday morning services and archive video for online use
- Monitor and maintain all audio/visual equipment; recommend upgrades as needed
- Collaborate and help develop budget for all media needs
- Preferred to be fluent in ProPresenter 7 and Planning Center