

CHINESE BAPTIST CHURCH JOB DESCRIPTION

- POSITION: Part Time Chinese Music Director
- RECRUITMENT BY AND RECOMMENDED BY: Personnel Committee, Senior Pastor
- ELECTED BY: Church Congregation
- REPORTING TO: Worship Associate Pastor, Senior Pastor
- PRINCIPAL FUNCTION: To develop and promote comprehensive worship ministry in accordance with the vision and goals of the church.
- POSITION REQUIREMENTS: A born-again believer who has put his/her faith in Christ Jesus as his/her personal Savior and shows evidence of mature faith; must be in full support of CBC's Statement of Faith, have contemporary music skills, have seminary training, a minimum of two years' experience in worship ministries, possess good verbal/ written communication and interpersonal relationship skills, have the ability to lead and direct a lay staff while maintaining strong teamwork atmosphere and be willing to work nonstandard hours on an occasional basis.
- RESPONSIBILITIES:
1. Worship Service
 - Plan, coordinate and/or lead worship services in conjunction with the Chinese Pastors during worship services
 2. Worship Ministry
 - Ensure that the Worship Ministry meet the vision and goals of the church
 - Prepare the worship budget and steward expenses
 - Lead and/or coordinate all worship programs
 - Coordinate choir and performing art ministries and ensemble rehearsals
 - Enlist and provide training to worship support personnel
 - Supervise worship support personnel (e.g. worship team leaders, choir/drama assistants)
 - Supervise the maintenance of all musical instruments, materials and equipment
 - Establish choir/praise teams and recruit members
 3. Music Education
 - Provide music training classes
 - Encourage and motivate miscellaneous worship and conference attendance
 - Provide resources for growth in the area of worship
 4. Other duties as requested:
 - Supervise any church-wide events as assigned by the Senior Pastor
 - Evangelize through music programs
 - Plan and organize/lead choir tours
 - Ensure compliance with all copyright laws related to music and drama scripts
 - Assist the Senior Pastor in providing vision, goals and direction for Chinese Baptist Church

Signature: _____
(Pastor)

Date: _____

Signature: _____
(Chairperson, Personnel Committee)

Date: _____