



EAST BAY CALVARY CHURCH

Associate Pastor of Corporate Worship & Adult Discipleship

OVERVIEW: *The Associate Pastor of Corporate Worship & Adult Discipleship has a three-part role: (1) to encourage individual and corporate worship of God by overseeing and directing the worship ministries of East Bay Calvary Church;*
(2) to spur our church's growth in maturity in Christ by overseeing and guiding our discipleship strategy for adults through Life Group ministry; and
(3) to oversee our Welcome / Assimilation ministry and our ministries to Men and Women.

Role

The Associate Pastor of Corporate Worship & Adult Discipleship of East Bay Calvary Church (hereafter "Associate Pastor") shall function in the following manner under the leadership of the Holy Spirit:

1. *A Shepherd*, feeding, leading, caring for and protecting the flock of God.
2. *A Servant*, doing for others whatever God requires humbly, willingly, and excellently.
3. *An Organizer*, developing efficient systems of operation to support and sustain our Corporate Worship and Adult Discipleship ministries.
4. *An Encourager*, stimulating the Congregation to get involved musically during a corporate worship setting.
5. *A Communicator*, promoting the flow of information within ministries (between volunteers and staff) and across ministry areas of the church and congregation.
6. *A Team Player*, supporting and aligning both the Corporate Worship Ministries and the Adult Ministries to the mission, values, and vision of EBCC.
7. *An Innovator*, creatively enhancing fine arts throughout the Corporate Worship Ministries of the church and pursuing ways to engage every adult in our discipleship strategy.
8. *A Researcher*, keeping up-to-date on current music and resources for worship-related church ministry.
9. *A Teacher*, studying and applying God's truth to those under his care.
10. *A Self-Starter*, initiating ministry and staying on task without constant supervision.
11. *A Motivator*, encouraging his teams and other volunteers to serve wholeheartedly as unto the Lord.

Qualifications

The Associate Pastor must demonstrate a strong foundation in theology, music, and pastoral care, in the following ways:

1. Personal Walk with Jesus

- a. Sustains a growing, mature, personal relationship with Jesus Christ.
- b. Committed personally to the Church.
- c. Meets the qualifications for leadership found in 1 Timothy 3 and Titus 1.

2. Education

- a. Biblically literate and theologically competent. A Bachelor's in Worship Ministry, Music, or Discipleship Ministry or Master's from an evangelical seminary is preferred, but a Bachelor's Degree is a minimum.
- b. Willing to pursue licensure and/or ordination if not already licensed/ordained.
- c. Competent in Planning Center, Office Suite, Loop, and modern worship programs.

3. Experience

- a. Has proven experience planning and leading Christ-centered worship services with musical and theological excellence (3+ years preferred)
 - (1) Skilled vocally and instrumentally. Leads congregation both musically and verbally to engage hearts and minds in gathered worship.
 - (2) Understands foundations of music theory and arranging songs.
 - (3) Able to organize charts, sheet music, and multitracks for worship services.
 - (4) Capacity and desire to spiritually lead those within the Worship ministry.
 - (5) Proficient in modern worship technology tools for sound, lighting, and streaming (technical expertise a plus).
- b. Has proven experience in discipleship in a church setting (3+ years preferred)
 - (1) Demonstrates ability in mentoring and leadership development.
 - (2) Has experience leading small groups and helping people grow in their faith.
 - (3) Knows the Scriptures well and can both teach and apply the Word.

4. Leadership

- a. *As a team member:* Works as a team player with a positive attitude, integrity, and good communication and conflict resolution skills. Emotionally intelligent.
- b. *As a team leader:* Manages projects, empowers team members, and leads with vision and humility, both independently and collaboratively.
- c. *As a ministry director:* Organizes, administrates, and delegates; sees the church's big picture; sets goals for ministries and follows through; and develops leaders.

5. Alignment

- a. Supports the faith and practice of East Bay Calvary Church and our Membership Covenant fully.
- b. Understands how our evangelical heritage shapes worship and community life.

Responsibilities

The Associate Pastor shall carry out these tasks under the leadership of the Holy Spirit:

Corporate Worship Ministry

1. Lead elements of worship regularly during all worship services.
2. Create service plans, edit song arrangements, determine keys, assign people to various teams (band/vocals & tech), and add attachments to songs using Planning Center.
3. Prepare the platform for each service, ensuring that all musicians (vocal and instrumental) have all necessary equipment/music.
4. Organize, prepare and lead weekly praise team music rehearsals, having all music selections planned in advance in coordination with the Lead Pastor.
 - *Incorporate various styles of music that are relevant, biblically/theologically sound and worshipful.*
 - *Incorporate themed music that coordinates and complements the Lead Pastor's sermon schedule, holidays and special events.*
5. Prepare songs weekly on Pro Presenter.
6. Plan and oversee major music and worship events (i.e., Good Friday service, Easter Celebration, Worship Nights, Christmas Eve and Sunday Christmas Advent services).
7. Manage our tech team and oversee the technical, sound, and video aspects of the weekly worship service (Projectors on, TV on, Sound Systems, Lights on and on-stage working systems) to enhance the worship service.
8. Use tech skills in music arrangement, with in-ear mixing programming, basic audio cable management, basic Pro Presenter and basic sound board operation.
9. Recruit, train, and schedule volunteers for the music and tech ministries of the church.
10. Schedule and manage audio/visual needs for outside events (funerals, graduations, weddings, etc.).
11. Keep tech up to date, troubleshoot and solve problems, and purchase new tech as needed.
 - *Tech refers to computers, lights, monitors, projector, cables, converters – all physical technology in the sanctuary*
 - *Order/manage microphones, batteries, earbuds, headphones, cables, sound equipment and other related worship & music items*
12. Shepherd the team with prayer, weekly communication, musical direction and thank yous.

Life Group Ministries

1. Develop, direct and oversee all aspects of the Life Group Ministry, including Sunday Morning Life Groups, Ministry Life Groups and Community Life Groups.
2. Meet with the Life Group Ministry Team to promote involvement, approve curriculum choices, coordinate studies with churchwide emphases, and advance the Life Group Ministry of EBCC.
3. Lead/conduct quarterly training sessions for Life Group Leaders and new recruits.
4. Recruit new Life Group leaders for Life Groups regularly and prepare them to launch.
5. Promote the Life Group ministries of the church through the church website, weekly program and newsletter.
6. Coordinate and provide resources for the Care Groups (Celebrate Recovery, Grief Share, Divorce Care, and New Beginnings (Widows)).
7. Enlist new attendees for Life Groups through the Discover East Bay quarterly luncheons and Core Course classes.

Welcome / Assimilation Ministries

1. Oversee the assimilation ministries of the church in consultation with the Welcome Team Coordinator.
 - *This includes recruitment, training, and scheduling of Greeters, Ushers, Welcome Desk workers, Valet Parkers, Coffee Crew and Security Teams.*
2. Follow up on first-time visitors and build a team to welcome first-time guests to EBCC.
3. Coordinate and oversee the quarterly Discover East Bay fellowship times for new attendees with the Lead Pastor.
4. Oversee the continental breakfast components at Christmas and Easter in coordination with the Hospitality Team.
5. Create and maintain an inventory of people relative to their giftedness and service in the body.
6. Survey the congregation routinely regarding people's giftedness and involvement.

Men's and Women's Ministries

1. Support and meet regularly with the Men's ministry team in providing fellowship, outreach and specialized events to promote discipleship among men according to the mission, values, and vision of EBCC.
2. Support and meet regularly with the Women's ministry team in providing fellowship, outreach and specialized events to promote discipleship among women according to the mission, values, and vision of EBCC.

3. Promote Men's and Women's Ministries through the church's main avenues of communication with the congregation.

Other Ministries

1. Support and promote the annual Sportsman's Banquet in partnership with the Sportsmen's Fellowship Committee.
2. When not leading, participate in the public worship services of the church.
3. Fill the pulpit at the request of the Lead Pastor.
4. Carry out other responsibilities as directed by the Lead Pastor.

Relationships

The Associate Pastor relates in this way to the following individuals and groups:

1. He is responsible, first of all, to the Head of the Church, the Lord Jesus Christ, to whom we must all give an account (Romans 14:12; Colossians 1:18).
2. He is hired by the Lead Pastor in consultation with the Elders.
 - a. Accountable to the Lead Pastor in terms of function, responsibilities, and accomplishments.
 - b. Meets weekly with the Lead Pastor to discuss ministry direction.
 - c. Prepares monthly reports to the Lead Pastor (to be shared with the Board of Elders) and an annual report to the congregation.
 - d. Completes annually a self-evaluation performance review and an objective performance review with the Lead Pastor.
 - e. Promotes team spirit and alignment of ministry to the mission and vision of EBCC.
3. He directs, oversees and coordinates ministry with all church musicians, including the sound and video technicians.
4. He partners with pastors, ministry directors, church staff, and volunteers for ministry collaboration.
5. He attends all staff meetings, collaborating and communicating effectively.
6. He advances church-wide cooperation of ministry in a spirit of unity.