



**Position:** Associate Pastor for Music and Adults  
**Job Type:** Full Time  
**Reports To:** Senior Pastor, Personnel Committee  
**Coordinates With:** The pastor, other staff ministers, the Church Council, Music and Worship Committee, Senior Adult Committee, Christian Education Committee, Outreach Committee, and other music and worship ministry leaders.  
**Purpose:** To create a climate of worship in every sphere of the life of the church; to lead our church in dynamic and diverse worship experiences; provide spiritual leadership for the congregation's music and worship ministries; and to minister to the needs of adults through spiritual, social, and service-oriented engagement.  
**Supervises:** Pianist

**Qualifications:**

- Previous experience leading and directing worship and choir, and previous pastoral experience.
- Affiliation with the Cooperative Baptist Fellowship.
- Bachelor's degree (preferred bachelor's in music, theology, or majors that relate to the position).
- Seminary degree or training preferred.
- Strong organizational and management skills with the ability to oversee and manage a variety of musical and technical groups within the church.
- Familiarity with Planning Center.
- Familiarity with music and worship technology: sound, streaming (vMix), ProPresenter, etc.

**Position Responsibilities:**

- **Music Ministry:**
  - Plan congregational worship in cooperation with the pastor and music and worship ministry teams that is diverse, dynamic, Biblical, sacred, and meaningful.
  - Involve members of the congregation in the worship experience through drama, readings, Scripture, litany, and other worship elements.
  - Direct the adult choir and praise teams for Sunday worship and other worship experiences.
  - Provide and equip leadership for all other music groups in preparation for worship experiences including handbells, orchestra, ensembles, preschool/children's choirs, praise band, youth praise bands/choirs, instrumentalists, and other musical expressions.
  - Offer opportunities for congregants to discover and develop their music and worship related gifts through training and mentoring.
  - Connect members to music and worship ministries based on their giftedness and passions.
  - Collaborate with the Music and Worship Committee for evaluation, support, and promotion of the music ministry.

- Engage with music and worship partners outside the church for shared ministry opportunities.
- Plan and provide leadership training for music and worship leaders.
- Assist other ministries (Sunday school, Vacation Bible Camp, missions, discipleship, youth groups, and other church ministries) with music and worship planning as needed.
- Participate in weddings, funerals, seasonal services, and special events as appropriate or requested.
- Serve as staff liaison to the Worship Enhancement Ministry, arranging training and technical support for services and events.
- Responsible for maintenance of instruments (piano tuning, organ electrical system, updating electronic instruments such as keyboard, microphones, etc.)
- Lead the music ministry to actively support Westwood's mission to engage our community and make disciples of our neighbors and the nations.
- **Congregational Ministry:**
  - Serve as a minister to the entire church family while also focusing on assigned ministry areas
  - Provide pastoral care in coordination with the Sr. Pastor and ministry staff.
  - Alongside the Adult Committees, plan and coordinate regular events, including fellowship gatherings, educational opportunities, outings, and service projects to ensure ministry goals are being met.
  - Connect adults with opportunities for service, discipleship, and spiritual growth within the church.
  - Advocate for the inclusion and visibility of adults in the life and leadership of the congregation.
  - Submit budget recommendations for all areas of responsibility.
  - Provide administrative oversight and coordination for all assigned ministry areas.
  - Serve as staff liaison to assigned committees, offering appropriate administrative support.
  - Work with the Outreach Committee to plan and coordinate outreach activities and initiatives.
  - Coordinate with the Christian Education Committee to provide:
    - Discipleship Training for the church family
    - Orientation Classes for new church members
    - Spiritual growth classes for new Christians