

Description Preface

This description assumes the Associate Pastor of Music and Worship will be responsible for the leadership of Youth and Children's choirs. Prior to the pandemic, these choirs constituted the Asheville Youth Choirs (AYC), a community ministry of our congregation that combined children and youth from church and non-church member families. While the pandemic suspended the program, the congregation is eager to renew this ministry under the leadership of the new Associate Pastor.

The description also refers to the Academy for the Arts (AFTA). Established as a mission of the church in 2014, AFTA provides high-level musical education to western North Carolina residents, offering more than 300 music lessons per week in piano, voice, winds and brass, strings, percussion, and traditional music. All faculty members hold graduate degrees in their field or have commensurate professional experience, and maintain active performance careers. The Associate Pastor of Music and Worship serves as the staff liaison to the AFTA Committee, and collaborates regularly with AFTA faculty and students.

Principal Function

The Associate Pastor of Music and Worship is responsible for providing a comprehensive ministry of music which encourages, models, and leads the church's worship of God.

1. Facilitates the collaborative preparation of all regular worship services of the church.
 - Meets weekly with the Pastor to plan Sunday worship services.
 - Drafts worship services with consistent devotion to church tradition, inspiration, and innovation; chooses congregational hymns and choral literature according to liturgical season and sermon themes; recruits and prepares vocal/instrumental soloists or ensembles; composes weekly collect and liturgy/music for congregational elements; assigns ministers to weekly service roles; coordinates with ministers in the recruitment of lay readers, lay testimonies, prayer leaders, and deacon of the week.
 - Works with the Organist and other music staff to ensure thematic continuity, theological integrity, and stylistic balance across all musical programming.
 - Collaborates with Director of AFTA to identify students or faculty for worship leadership, particularly, but not limited to the annual AFTA Sunday; identifies and nurtures direct points of intersection between AFTA and the church's life.
 - Produces worship orders, giving attention to accuracy, spelling, layout, liturgical color, and overall appearance.
 - Creates, resources, recruits, and rehearses all dramatic and artistic elements, including needed staging/blocking, props or costuming.
 - Ensures weekly setup of sanctuary stage, paraments, communion table, baptistery, offering plates, and any logistical need; prepares choir loft chairs (add or subtract) according to sign-outs.
 - Meets weekly with Sound Technician and Video Team to prepare for worship flow and transitions, prior setup, and testing of sound equipment (mics, stands, recordings, etc.), and camera angles/effects.
 - Edits sound for videoed services or concerts in collaboration with Sound Technician.

2. Prepares for weekly rehearsal and worship leadership as assigned to the Adult Choir, Youth Choirs, Children's Choirs, and Instrumental Groups.
 - Leads a weekly rehearsal of the Adult Choir, Youth Choir (High School), and Brass Ensemble and/or Orchestra as required.
 - Tracks attendance within these groups, contacts absentees, and sends a weekly email newsletter to Adult Choir.
 - Facilitates the work of Adult Choir Officers and Youth Choir Parent/Leader Team in planning social events and coordinating pastoral care.
 - Plans, resources, and implements yearly weekend retreats for the Adult Choir and Youth Choir; plans and prepares seasonal concerts, summer tours, musicals, camps, conferences and mission endeavors.
 - Recruits and trains leadership of Younger Youth and Children's Choirs. (Before the March 2020 shutdown of the Asheville Youth Choirs, there were nineteen adult leaders and accompanists for the four different choirs.)
 - Supervises leadership of Adult Handbell Choir and Youth Handbell Choir.
 - Markets, auditions, selects, and supervises the Choral Scholars.
3. Supervises the work of the Music Ministry Team.
 - Meets weekly with the Organist to plan worship, rehearsals, and concerts.
 - Leads weekly meeting of the Music Ministry Team (Organist, Music Ministry Assistant, Director of AFTA, and Assistant Director of AFTA) to evaluate programming, coordinate scheduling, strategize marketing, track budget, identify event logistics, and develop new initiatives.
4. Supervises the work of the Music Ministry Assistant (MMA).
 - Consults daily with the MMA for task organization and implementation.
 - Oversees MMA's typesetting, printing, and distribution of worship orders and other communications.
5. Provides music consultation for all church activities as requested.
 - Plans seasonal evening or weekday services, recruiting and preparing leaders, soloists, instrumentalists, and accompanists as needed.
 - Recruits/prepares musicians for banquets, conferences, fellowships, or celebrations.
6. Prepares and administers appropriate ministry budgets.
 - Proposes budgets for Music Ministry, Visual Arts, Communion, and Baptism.
 - Oversees expenditures from these budgets with MMA and Finance Administrator.
 - Oversees the receiving of special donations to Music Ministry, sending expressions of gratitude and tracking their proper posting and use.
7. Provides support and direction to standing committees as assigned by the pastor in conjunction with the ministerial staff.
 - Recruits chairperson and members of the Visual Arts Committee; defines and oversees their efforts toward the visual enhancement of all worship services.
 - Consults with Communion Committee regarding scheduling, element purchase and preparation, communion display, and distribution plan.
 - Supports the Baptism Committee in scheduling robe fitting and rehearsal with candidates, certificate preparation, and needed resource repair or replacement.



- Attends monthly Deacons Meeting.
 - Serves as staff liaison of the AFTA Committee.
8. Participates in pastoral care and new member outreach.
- Serves regularly in the ministerial on-call rotation.
 - Contacts prospective members as assigned, especially those who have expressed interest in music ministry.
 - Visits, gives care, and offers counseling support to members, especially to those with whom there is close association in music ministry or general church life.
 - Leads music, including solos and playing the organ/piano, for funeral services as requested.
9. Serves as the Staff Liaison to the Congregational Worship Council.
- Recruits chairperson and at-large members.
 - Collaborates with chairperson to schedule meetings and form agendas.
 - Meets with the Worship Council four times a year to evaluate the church's worship life, identify goals, consult on budget, and complete assignments as given by the Church Council.

The Minister of Music is immediately responsible to the Senior Pastor, and ultimately to the church through the Personnel Committee. All staff ministers affirm and live by "Covenant of the Ministerial Staff."

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