



**CALVARY**  
BAPTIST CHURCH

1636 E. Patriot Ave, Derby, KS 67037

[www.cbcks.org](http://www.cbcks.org)

## **ASSOCIATE PASTOR OF YOUTH/MUSIC JOB DESCRIPTION**

### Position Description

This is a combined Associate Pastoral position, with responsibilities in the youth area to lead middle school and high school students to become lifetime followers of Jesus Christ, and in the music area to grow and develop the music ministry in a way that enhances the worship of God and the ministry of Calvary Baptist Church.

### General Ministry Qualifications

The character and effectiveness of Calvary Baptist Church are directly related to the quality of its leadership. That is why Scripture stresses the importance of qualified church leadership and delineates specific standards for evaluating those who would serve in that sacred position. Numerous passages in the New Testament indicate that the words “elder”, “overseer”, and “pastor” all refer to the same office. At Calvary Baptist Church, we use the term “pastor” to describe this office. The title of Pastor will only be bestowed on those who have been scripturally ordained. At Calvary Baptist Church, the office of pastor is limited to men. The qualifications for pastors are found in 1 Timothy 3:2-7 and Titus 1:6-9. According to these passages, a pastor must be above reproach, the husband of one wife, sober-minded, self-controlled, respectable, hospitable, able to teach, not a drunkard, not violent, gentle, not quarrelsome, not a lover of money, a good manager of his household, one who has his children under control with dignity, not a recent convert, one who is well thought of by those outside the church, not arrogant or quick-tempered, not greedy for gain, a lover of good, upright, holy and disciplined. He must hold firm to the trustworthy word as taught, so that he may be able to give instruction in sound doctrine and also to rebuke those who contradict it.

The single, overarching qualification of which the rest are supportive is that he is to be “above reproach.” That is, he must be a leader who is innocent even if accused of anything sinful because he has a sustained reputation for blamelessness. A pastor is to be above reproach in his marital life, his social life, his business life, and his spiritual life. In this way, he is to be a model of godliness so he can legitimately call the congregation to follow his example (Phil. 3:17). In addition to these ministry qualifications, all of our pastors must abide by the church membership eligibility guidelines and responsibilities as outlined by Article III of the Calvary Baptist Church Constitution, Policy Number 2.d on Church Membership, and agree to abide by the Same Page Issues document.

### Specific Ministry Qualifications

1. Calvary Baptist Church's Youth/Music Pastor must first and foremost have a growing relationship with Jesus Christ that is based on a commitment to daily time in prayer and the study of God's Word.
2. He should have a Bible college degree (an emphasis in Youth and/or Music Ministries is preferred but not required).
3. He must be able to demonstrate leadership in prior youth ministries and in music ministry.
4. He must demonstrate good rapport with our middle school and high school students.
5. He must work well with the church staff, leadership, and parents of the middle school and high school students.
6. He should be capable of recruiting, training, and supporting any coordinators, leaders, and volunteers in the youth department and music ministry.
7. He should be able to demonstrate prior experience in directing music and have proficiency in voice and diction. Familiarity with handbells is desirable, but not required.
8. He must have the ability to read music, be skilled in choir training, and the selection of appropriate music.
9. He must demonstrate the ability to plan and administer music programs.
10. He must display personal openness, integrity, humility, and honesty in his interpersonal relationships.
11. He must be able to teach tenets of the Christian faith, fundamental Christian values, and how to apply these to life situations.
12. He must be flexible, friendly, and approachable.
13. He must deal with conflict directly, openly, honestly, and graciously.
14. He must be able to maintain and be accountable to a budget.
15. He must be able to communicate and establish effective working relationships with many different people.

### General Ministry Duties

The primary responsibility of our pastors is to lead the members of this church to become lifetime followers of Jesus Christ. This involves a number of general ministry duties, including but not limited to: Biblical instruction (including public and personal preaching, teaching, exhortation, encouragement, counseling, reproof and rebuke), prayer, providing shepherding care for all the flock, outreach and administrative leadership that organizes and equips the saints to do the work as co-laborers with him.

### Specific Ministry Duties

The primary responsibility of the Youth/Music Pastor in the area of **Youth** will be to provide direct pastoral leadership for the middle school students, high school students, and any associated workers. This includes:

1. Biblical Instruction – Oversee the teaching and training programs for the youth department of Calvary Baptist Church
2. Shepherding Care – Oversee the edification and accountability of the youth department at Calvary Baptist Church
3. Outreach – Plan and oversee the outreach opportunities to and for the youth at Calvary Baptist Church
4. Administrative Leadership – Oversee all programs, activities, and fellowship opportunities for the youth department.

With regards to the **Music** ministry, the responsibilities include:

1. Direct music for worship services at Calvary Baptist Church.
2. Coordinate the scheduling of special music.
3. Direct the adult choir.
4. Coordinate seasonal musical programs at Easter and Christmas.
5. Purchase music, supplies, and equipment, and supervise their maintenance with a prescribed budget.
6. Produce the order of service for each worship service by choosing appropriate congregational songs.
7. Relate music to the ministry and published music philosophy of Calvary Baptist Church.
8. Encourage high standards of musical excellence and spiritual commitment in participants.
9. Be ready and available to assist with funerals (e.g., providing special music, coordinating accompaniment, leading congregational songs).
10. Act as Chairman of the Music Committee (when applicable).

This will be done in support of and cooperation with the other ministries of the church and in agreement with the church's mission and core values.

#### Shared Areas of Ministry Responsibility

1. Attend regular staff and board meetings as scheduled.
2. Attend all regular and special business meetings called for the church.
3. Assist with any other duties or responsibilities as assigned by the Leadership Board.

#### Working Relationships to Staff

Calvary Baptist Church's Youth/Music Pastor is a member of the Pastoral Staff and is selected for a non-specified period of service by the pulpit committee and a vote of approval by the members of the church. He ministers under the direction of the Leadership Board, while accountable to both the Leadership Board and the Board of Trustees. He is subject to annual performance evaluations used to assess the adequacy of his compensation and any other employment matters.

#### Compensation

Total pay package: \$50,000-\$60,000

Benefits (for full-time employees only):

- Allowance for medical insurance and retirement savings accounts
- Health Insurance
- Paid vacation leave, sick leave, and holidays
- Mileage reimbursement for official church business
- Paid annual continuing education opportunities