

Port Orange Christian Church

Associate Minister (Emphasis on Music/Worship)

Job Description Hours: (Full-Time) Approximately 40 hours per week

QUALIFICATIONS:

1. Have a personal relationship with Jesus Christ and is dedicated to promoting the mission and goals of POCC.
2. Be a member in good standing.
3. Possesses a positive attitude and strong interpersonal skills.
4. Is a self-starter, good at multi-tasking and prioritizing projects.
5. Be a good communicator with good organizational skills.
6. Strong team building capacity.
7. Strong musical skills and ability to confidently lead instrumentally and/or vocally.
8. 1-2 years' experience leading worship preferred.
9. Preferred to have at least a Bachelor's Degree from a Christian or Bible College.

PURPOSE OF POSITION:

- The Associate Minister will help to oversee the church's operations alongside the Senior Minister.
- Assist Senior Minister in setting goals for church staff to accomplish the church's mission and vision.
- Manage resources effectively.
- Ensure members of different ages and from diverse backgrounds are served effectively.
- Responsible for overseeing and leading POCC Worship Services.
- Help provide vision and passion for the larger worship life of POCC alongside the church staff and Elders.

RESPONSIBLE TO:

The Associate Minister is Responsible to the Elders of POCC, working directly under the supervision of the Senior Minister. The position of Associate Minister is a fulltime responsibility with regular office hours Monday – Thursday as established by the Elders of POCC. Business or teaching responsibilities outside those of POCC must have the approval of the Elders of POCC. The position of Associate Minister will be evaluated annually.

JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Assisting Senior Minister in overseeing church operations.
- Collaborating with Senior Minister regarding implementation of mission and vision of church.
- Assisting Senior Minister and Financial Secretary alongside the church's Finance Team with the creation of annual budgets.
- Assisting Financial Secretary with financial and budget operations as needed.
- Working with Senior Minister and Elders in reviewing, creating and implementing policies and procedures to ensure effective operation of church.
- Primary Musical Worship Leader: While the expectation is that this individual will serve as the lead worshiper for most Worship Services & special services, it is highly encouraged that they regularly identify, encourage, and mentor new leaders within the team.
- Team Builder: Lead weekly and ongoing worship practices and other events as necessary.
- Skilled Musician: Ideally, this individual is adept both instrumentally and vocally to lead the whole team. If not an instrumentalist, they must be skilled and knowledgeable regarding instrumental musical language and able to communicate accordingly.

- Provide oversight of all church equipment, instruments, and their maintenance as needed.
- Provide Care & Leadership For A/V/Media Team: Coordinate and communicate regularly with the A/V/Media Director and the team as needed.
- Coordinate musical worship related needs with Children's & Student Ministry Staff.
- Oversee Music-Related Licensing: Maintain and track all music related licenses, fees, and memberships for the church.
- Coordinate with Senior Minister and team in planning weekly Worship Flow.
- Attend weekly Staff meetings.
- General Administrative Duties: Scheduling volunteers, charting music, etc.
- Perform other duties as assigned.

OTHER GENERAL EXPECTATIONS INCLUDE:

- Should always exhibit professionalism demonstrated by a well-groomed appearance, conscientious work ethic, be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Should be ever conscious of the need for confidentiality.
- Should exercise discernment and wise judgment.
- Should be a person who gives attention to details with an eye for excellence.
- Should be a self-starter, good at multi-tasking and prioritizing projects.
- Endorse and support the local church and her mission.
- Maintain personal spiritual development through Bible reading, prayer, and Christian community.
- Be loyal to the vision and staff of Port Orange Christian Church and always protect the unity of the church.

Signature _____

Date _____

Senior Minister's Signature _____

Date _____

Elder's Signatures

Date _____

Date _____

Date _____



Port Orange Christian Church

904 Taylor Road | Port Orange, FL 32127

(386) 322-9811 | pocc.faith