



## Job description for CFCW Pastor for Worship

### **Qualifications**

- Membership: Must be a member in good standing at Christ Fellowship Church of Williamsburg (CFCW) (Note: This does not require a candidate for this position to be a member of CFCW prior to filling this role)
- Statement of Faith: Must fully adhere to and support the Statement of Faith of CFCW
- Character & Gifting: Demonstrable spiritual maturity in keeping with the qualifications for an elder from 1 Timothy 3 and Titus 1
- Relationships: Able to work well with the other elders, staff, members, and outside vendors and organizations
- Education: Bachelors Degree or equivalent preferred, but not required
- Experience: Musical training and demonstrable ability to lead congregational singing is required. Skill playing the guitar or piano is preferred, but not required
- Technical: Experience operating AV equipment, and utilizing Planning Center, Microsoft Office Suite, and other communication tools is preferred, but not required

### **Relationships:**

*Reports to:* The Pastor for Worship reports to the Pastor for Preaching

*Oversees:* The Pastor for Worship oversees all aspects of the church's music ministry and music administration.

*Coordinates With:* The Pastor for Worship coordinates with other CFCW staff.

### **Estimated Time Commitment:**

- Full time ministry position (40 hour per week minimum)
- Additionally, attendance at the following meetings is mandatory
  - Weekly gatherings of CFCW, including Sunday service and other church-wide corporate gatherings
  - Regular and Special-called Members Meetings
  - Worship Team practices
  - Various events may be requested from time-to-time as well

### **Rationale:**

The Pastor for Worship benefits CFCW by providing musical excellence and direction as the church fulfills God's command to sing songs of praises to Him (cf. Col. 3:16; Eph. 5:18-19). In addition, the Pastor for Worship facilitates the ministry of the church through faithful discipleship of both the worship team members and the broader congregation.

### **Summary of Responsibilities:**

1. The primary responsibilities for the Pastor for Worship are to oversee every aspect of the music ministry of CFCW
2. In addition, it is expected that the Pastor for Worship will be a mature believer who will give himself to discipling members of the worship team and the broader congregation
3. This position will also include some administrative functions as church administration will be distributed among the pastoral staff according to gifting and ability

### **Music Component – 15-20 hours per week**

#### **Practical Outline of Duties**

- Work with the CFCW pastoral staff to plan worship services
- Lead the music ministry of the church including overseeing all AV and music volunteers
- Lead all necessary worship team practices ahead of services
- Research and introduce Scripturally-rich, God-focused music to the congregation
- Lead regular worship trainings and worship nights to strengthen the congregation's singing

### **Discipleship Component – 10-15 hours per week**

#### **Summary of Responsibilities:**

1. Primary responsibility for the discipleship ministries of the church including, but not limited to, community groups, children's ministry, youth ministry, and college ministry.
2. Endeavor to disciple AV and music volunteers
3. Other responsibilities include:
  - a. Care for the personal spiritual needs and growth of the congregation
  - b. Oversee and develop various ministries
  - c. Teach and preach in conjunction with other pastors, staff, and volunteers
  - d. Coordinate missions and evangelism efforts
  - e. Development and implementation along with the Pastor of Preaching the church planting strategy of our church

#### **Practical Outline of Duties**

- 1a. Meet proactively and responsively with members for discipleship and care
- 1b. See to the short-term pastoral counseling needs of the congregation, in coordination with the Pastor of Preaching and other elder
- 1c. See to the pre-marital counseling needs of the congregation as needed, in coordination with the Pastor of Preaching and other elders
- 1d. Administer weddings and funerals as needed, in coordination with the Pastor of Preaching and other elders
- 1e. Visit shut-in members and members in the hospital as needed, in coordination with the Pastor of Preaching and other elders

- 1f. See to the intentional care and assimilation of those visiting and moving toward membership
- 1g. Assist in mentoring those preparing for vocational ministry, including interns and Applied Ministry students
- 2a. Oversee and administrate the various discipleship ministries of the church
- 2c. Participate and lead as needed various pastoral, staff, and volunteer meetings
- 2d. Provide creative thought and evaluation for developing and implementing various ministries in coordination with other elders and staff
- 2e. Communicate regularly with the congregation in written and verbal reports as needed
- 3 Preach occasionally in the absence of the Pastor of Preaching
- 4a. Equip members for the work of evangelism and missions, in coordination with other elders and staff
- 4b. Facilitate evangelistic and missions opportunities for members, in coordination with other elders and staff
- 4c. Provide pastoral care to missionaries sent out from CFCW
- 4d. Encourage the congregation in regular prayer for evangelism and missions

### **Administrative Component – 10-15 hours per week**

#### **Practical Outline of Duties**

- Facilitate administration related to the Sunday service
- Facilitate administration related to children's ministry
- Facilitate administration related to database, media, and communications
- Facilitate administration related to church document administration
- Assist in the assimilation of church guests
- Administratively support ministry events

#### **Compensation**

In keeping with 1 Timothy 5:17, CFCW is committed to giving a generous "family wage" for full-time employees of the church. This salary will be based on the candidate's training, experience, and family size.

**Interested candidates are encouraged to send their resumes to Peter Hess  
([peter@cfcwilliamsburg.org](mailto:peter@cfcwilliamsburg.org))**

**For more information about Christ Fellowship Church of Williamsburg, visit our website at  
[www.cfcwilliamsburg.org](http://www.cfcwilliamsburg.org)**