

Brooke Hills Free Methodist Church  
Wellsburg, WV 26070  
<https://www.brookehillsfmc.org>

Job Type: Full Time

## 1. JOB DESCRIPTION

To compose, implement and lead the congregation in a dynamic, Spirit-driven worship service.

To develop, implement, and administer a dynamic and comprehensive, Christ-centered, Spirit-driven, ministry for students from 6th through 12th grade. A significant focus will be to journey with the students so they are transformed by Jesus and empowered by Holy Spirit to live out their calling, while advancing the Kingdom of God, by being the hands and feet of Jesus everywhere they go.

To oversee, lead, and develop a team of leaders and volunteers who will implement the vision of our Worship & Youth ministries.

### A. Communication:

- i. Reports to the Lead Pastor
- ii. Provide a bi-monthly written report to the Board of Administration of happenings with the area of ministry

## 2. KEY RESPONSIBILITIES

### A. General

- i. Be fully engaged and committed to the mission and vision of BHFMC.
- ii. Participate in all team meetings and retreats as directed.
- iii. Contribute ideas & planning for church happenings.
- iv. Participate in all church services.
- v. Be actively involved in discipleship with new believers and/or developing leaders.
- vi. Perform other duties as determined essential by Lead Pastor.
- vii. Create and enforce policies and procedures to provide a safe and secure environment.
- viii. Create environments, activities and programming for each age group that will facilitate learning and encourage spiritual growth for students.
- ix. Recruit, train, and place volunteers.

### B. Worship Ministry

- i. Create a biblical, engaging, Presence driven worship experience for regular weekly services, special events, and outreaches.
- ii. Ability lead all aspects of planning and performances of the contemporary worship services.
- iii. Oversee the general music programs of the church in consultation with the lead pastor.
- iv. Develop and schedule teams of instruments and vocalists.
- v. Organize and lead practices.
- vi. Partner with and oversee Audio & Tech Crew for all services.
- vii. Manage volunteer schedules for computer, sound and video.
- viii. Develop and manage the Worship budget.
- ix. Recruit, raise up, mentor, and train vocalists, musicians, and sound/media team.

- x. Coordinate weekly rehearsals.
- C. Youth Ministry
  - i. Primary evangelistic leader and communicator for the entire student ministry.
  - ii. Cultivate a revival lifestyle in students by equipping them to be the hands and feet of Jesus, as they learn to minister to others supernaturally and with love.
  - iii. Integrate youth into the church-at-large, including serving roles, outreach, and special events.
  - iv. Provide a variety of ongoing after-school, evening, weekend and summer ministries.
  - v. Cultivate an active missions awareness and involvement with the Global Impact Director.
  - vi. Collaborate with staff to include youth programs and event information into weekly bulletin.
  - vii. Maintain Youth related pages and social medias.
  - viii. Maintain regular contact with students and families via text messaging, social media, and phone calls.
  - ix. Maintain and ensure all youth related leaders & volunteers have necessary updated background checks.
  - x. Responsible for tracking attendance.

D. Parents/Guardians

- i. Create healthy partnerships with parents by equipping them to disciple their children.
- ii. Provide, organize, and ensure effective communications among, between, and to parents, congregation, etc.

3. QUALIFICATIONS

- A. Has a personal, active, empowered, and growing relationship with God, Jesus and Holy Spirit.
- B. Bachelor's degree preferred (youth, worship ministry, theology, etc.)
- C. Alignment with the doctrine of the Free Methodist Church (for more info: <https://fmcusa.org/resources/2019bod> )
- D. Ability to cast vision, develop leadership, and motivate youth to lead among peers.
- E. Ability to lead worship instrumentally and/or vocally.

4. DESIRED SKILLS

- A. Ability to utilize various technologies and social media.
- B. Organized to begin and end projects within a reasonable timeframe.
- C. Ability to develop an annual budget and work within the budget parameters.
- D. Creative and innovative.

5. SALARY/SCHEDULE

- A. Full Time: 40+ hours/week
- B. Weekly Schedule:
  - i. Sunday Morning: Worship Service
  - ii. Wednesday Evening: Youth
  - iii. A combination of days throughout the week
  - iv. One weekday off and Saturdays off (excluding special events & services)
  - v. Vacation & personal days included
  - vi. Attend and serve at all worship and special/holiday services

To submit your resume, please [click here](#).

US

West Virginia

Wellsburg

**Denomination:**

Free Methodist

**Church size:**

151 - 250