**PORTLAND OPEN BIBLE CHURCH**

**3223 SE 92nd Ave. Portland, OR 97266**

**503-775-1565**

**Church Summary:**

Portland Open Bible Church is a strong multiethnic congregation that is focused on reaching and ministering to Portland and surrounding communities. Our mission statement is to: “Rescue young people from the world and disciple all.” We believe the music worship ministry is a powerful way to reach those in our community and present them with the Gospel of Jesus Christ.

We are affiliated with Open Bible Churches, and you can learn more about us by visiting portlandopenbible.com.

**Job Title: Worship Leader / Pantry Assistant**

**Principle Function:**

The Worship Leader is responsible to the [Senior] Pastor for assisting the Church in planning, conducting, and evaluating worship.

The pantry assistant works alongside of the pantry volunteers to help support the on-going operations of the pantry ministry.

**Responsibilities:**

1. Direct the planning, coordination, operation, and evaluation of a comprehensive music ministry.
2. Assist the [Senior] Pastor in planning congregational services of the Church; be responsible for the selection of the music.
3. Direct music groups and congregational singing or arrange for someone else to do so.
4. Supervise maintenance of and additions to the music library and equipment; provide musical materials, supplies, instruments, and other music equipment for use in the Church's ministry
5. Keeps informed on current worship and music methods, materials, promotion and administration, utilizing them where appropriate.
6. Coordinate the training and use of instrumentalists and vocalist in groups or as individuals.
7. Prepare an annual budget to be recommended to the Board of Directors.
8. Perform other duties as assigned by the [Senior] Pastor.
9. Assist with the daily functions of the food pantry ministry.
10. Collaborates on finding volunteers
11. Training of volunteers
12. Volunteer schedules
13. Assist during food distributions
14. Works with community partners
15. Food pick-ups

**Experience:**

1. Experience in managing and leading teams.
2. Formal music training.
3. Experience serving in ministry and recruiting teams
4. Minimum of one year serving in worship ministry
5. Minimum of one year serving in ministry of any other kind.

**Compensation:**

This is a paid full-time position.

Full medical and dental benefits

Two weeks’ vacation and holidays

**Please send all resumes to:**

[ajbrown7851@gmail.com](mailto:ajbrown7851@gmail.com)

Call 503- 775-1565 for further questions