

MUED5302 Worship and Music Ministry Administration
NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY
Division of Church Music Ministries

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Workshop/CIV Hybrid course - Spring 2015

NOBTS MISSION STATEMENT:

- The mission of New Orleans Baptist Theological Seminary is to equip leaders to fulfill the Great Commission and the Great Commandments through the local church and its ministries.

NOBTS CORE PURPOSE:

- The purpose of this course is to carry out the mission of NOBTS as is reflected through the following core values and core competencies:

CORE VALUES:

- *Spiritual Vitality* - The course expects to help church musicians keep their daily spiritual relationship with God paramount so that they become more effective in leading their churches in corporate worship through better organizational tools and technology.
- *Servant Leadership* - The course will encourage the worship leader to appreciate how task description refinement, organizational efficiency, and enlightened perspective can strengthen ministry to fellow staff members, church musicians, and the congregation. The course will also encourage worship planners to take seriously their role as servant leaders and/or facilitators in designing corporate worship.

CORE COMPETENCIES:

- *Servant Leadership* - Students will reflect on their role as servant leaders in facilitating worship in local congregations
- *Interpersonal Skills* - Students will explore and more clearly define the role and tasks of the minister of music position, thus improving communication abilities with church staff, church musicians, and the congregation.
- *Worship Leadership* - Students will be challenged in learning to facilitate worship leadership more effectively within the local church.

COURSE DESCRIPTION:

- The course focuses on the philosophy, concepts, structure, relationships, activities, organizational tools, and administrative skills used in church life that typically fill the Monday through Friday work week. These add legitimacy, validity, and efficacy to the overall ministry of church music as well as strengthen and enrich worship on Sunday. The class is a one semester hybrid internet/workshop class and carries three hours of semester credit. Most of the assignments will be completed via internet, but presentations will be given during the on-campus end-of-semester weekend seminar.

STUDENT LEARNING OUTCOMES:

- to expand student insight into the administrative, organizational, ministerial, and relational aspects of weekly music ministry

COURSE TEXTS (required):

- *from Postlude to Prelude: Music Ministry's Other Six Days*. C. Randall Bradley. Fenton, MO: MorningStar Music Publishers of St. Louis, 2004. ISBN 0-944529-36-4
- *The Wedding Collection*. Morris C. Chapman, Compiler. Nashville, TN: Broadman Press, 1991. ISBN 0-8054-2004-5

COURSE REQUIREMENTS:

- Students will be required to logon and register with **Blackboard (BB)** on the NOBTS website and are responsible for keeping abreast of the course syllabus, announcements, weekly quizzes, grades, and general communication.
- Students will complete **weekly online quizzes** on the required text, *from Postlude to Prelude: Music Ministry's Other Six Days* by C. Randall Bradley. By **Thursday, noon** of each week, students will **email the professor 3 WORTHY questions** (T/F or multiple-choice, WITH accompanying answers and page references) from the reading to be compiled into a weekly quiz which will be posted in the Quiz portion of the BB site. Do not use fill-in-the-blank or discussion questions because they are very difficult for BB to grade correctly. Use T/F and multiple choice questions. I will try to have the **quiz posted by Friday noon**. You will have 1 opportunity of 10 minute duration to complete the quiz. After having read the assignment, you may reference the text during the quiz, thus the 10 minute time limit. **Complete the quiz by noon, Tuesday**. Please strive to submit questions of quality, significance and substance suitable for master's work (or THE Masters work). The point of this assignment is to help insure reading, comprehension, and growth in ministry.
- **Practicums** — Fleshing out the **practical tasks** associated with music ministry. Put these in the BB Assignments by Friday midnight of the week assigned.

A. Week 4 Chapter 3 Employment and Vocational Issues

Situation: You are a well respected lay church member and have good leadership qualities. Two weeks ago, the Minister of Music/Worship Pastor of your church, First ADHD Baptist Church, Anywhere, Texas, left for a music ministry position at another Baptist church. Privately, he told you that much of the reason he was leaving was because of unending expectations of the church. After much prayer, he felt he had to move on to preserve his family relationships and personal health. Since there was no written job description when he was hired, he never felt like he could do his job with excellence because everyone was always adding to his work load and expecting more time commitment from him. He was able, in a constructive way, to share this with the church leadership. The church council regretted his leaving and through soul-searching discussion, realized the need for a written job description. You have been charged to put together a job description for the minister of music position at First ADHD Baptist Church for the Church Council to review and amend.

Write a job description for a Southern Baptist Minister of Music/Worship Pastor position. In describing the following:

- church size,
- demographics
- median age of congregation
- worship style
- mission statement.

Also include:

- job responsibilities
- hours and weekly schedule
- working relationship to pastor and other staff
- relationship to personnel committee
- function of the music committee
- role in music organizations such as children's choir, youth choir, etc.
- salary
- potential of salary increases
- days off in the week
- vacation
- holidays
- professional engagements
- benefits
- insurance
- annuity and retirement

Be sure to address:

- spiritual growth
- personal conduct
- expectations for family involvement and conduct

Include other areas not mentioned that you think should be included or addressed. Be sure this is written in a clear, understandable format so as to attract highly qualified prospects.

B. Week 5 Working with Church Staff

(This assignment is not directly associated with the chapter content, but is a ministry in which you need to be prepared.)

Situation: You have served at your current church for 6 years. Six months ago, the pastor you have been serving with moved to a distant part of the country to accept a director of missions position. One of the young adults that grew up in your church music program and whom you have invested much in, is getting married and has

asked you to officiate the service. Using *The Wedding Planner* text as your primary resource, plan a wedding service that best fits those getting married and best fits your philosophy and beliefs on biblical marriage. Consider incorporating the following in your service. Be creative, but not minimalistic.

Prelude (titles and inst.)	Songs (titles)
Seating of mothers	Exchange of vows and rings
Processional (title)	Symbolic gesture of unity
Greeting	lighting a candle;
Giving of the bride	mixing of sands, etc.
Scripture readings (who and scripture references)	Presentation of the couple
	Recessional

This will be a written report and a role play exercise at the first workshop.

C. Week 7 Chapter 6 Promotion

Situation: You (a different person than in Practicum A) have been recently hired as the music associate at First ADHD Baptist Church. During the annual church staff calendar retreat, each person was assigned to be in charge of promotion for one of the major musical events of the upcoming year.

Choose an event and complete all the below...

- give it a name
 - prepare a news release that can be used for TV, radio, and the newspaper
 - a church newsletter article
 - a worship guide promo with an illustration
 - a poster to place in public announcement areas that can double for a personal handout flyer
 - an in-house rehearsal/performance schedule that includes all participants in the event.
- (P.S. – only the poster and handout should be duplicates)

D. Week 8 Chapter 7 Organization and Management

Situation: You are the new Minister of Music hired at the First ADHD Baptist Church described in Practicum A. It's October and the chairperson of the Finance Committee informs you that the committee needs a music budget proposal by next week so they will have time to consider it with other budget requests. Provide figures that will meet needs, allow for reasonable growth, and maintain equipment. Justify your expenditures with brief explanations for non-musician committee members.

E. Week 9 Chapter 8 Facilities and Purchases

Situation: You have been the Worship Pastor at First ADHD Baptist Church in Practicum A for six years and due to the integrity of your ministry, quality of your worship leading, and servant's heart, the membership has voted to give you a year's sabbatical leave (out of the country) for study and refreshment. Provide your music associate a list of companies to contact with regards to

music purchases	instrument purchasing
piano tuning	sound system improvements
organ repair	lighting/video projection needs

These should be real companies in your locale with address, phone number, web site address, and promotional material emphasizing their specialty. Include a brief explanation of why you would select each company.

F. Week 12 Chapter 9 Dealing with Transition

Situation: Roll back the clock. The Personnel Committee at First ADHD Baptist Church has contacted you as a candidate for their minister of music/worship pastor position. They have asked for a resume and job application letter to review prior to the first interview. Produce these documents and explain why you are willing to leave your current church position and state why your credentials, experience, and abilities fit the job description the committee sent.

G. Week 13 Chapter 10 Ministering in Special Situations

1. Go on hospital visitation with a deacon or pastor from your church.
2. Go on a second hospital visitation by yourself.
3. Write a 1 page reflection on each of the two visits. Include a description of the approach, elements (the Scripture used, prayer, counseling, encouragement etc.), structure, how the visit was received, outcomes, and your personal feelings before, during, and after the visits.

H. Week 14 Chapter 11 Most Frequently Asked Questions

(This assignment is not directly associated with the chapter content, but is a ministry in which you need to be prepared.)

Situation: The month after officiating your first wedding service (Coll. B), a long-time church member and father of your church pianist passes away. You are asked to officiate the funeral.

Prepare:

- scripture and brief comment at the close of the viewing just prior to the funeral
- the funeral service itself
- scripture and brief comment at the graveside

In the service, consider incorporating the following:

- Prelude (title and inst.)
- Welcome and invocation
- Congregational singing (titles)
- Eulogy (who)
- Scripture readings (who)
- Memories of family and friends (prepared, spontaneous, both?)
- Solos (titles)
- Message (scripture references)
- Benediction

OTHER PRIMARY ASSIGNMENTS

• **In The Trenches** - The student will make arrangements for 2 visit/interviews with a minister of music of their choice. This will be a personal FtF interview rather than a phone or video interview. The ministers chosen need to have been serving in paid full-time music ministry for a minimum of 10 years. State the length of service and brief background for each minister in your report. One minister should be a member of the Southern Baptist Convention, and one from another denomination or independent church. Questions for the interviews will be derived from

text readings and will be submitted and decided upon by the students in Chapter 5 of the text. This **In The Trenches** paper will be given to the professor and presented orally during the May workshop. Worship leaders from these two churches are to be interviewed with church music administration and ministry in mind. Collect printed material (i.e. worship guide, welcome letter, guest brochure or card, newsletter, music brochure, etc.) from each of the ministers interviewed. Your oral report, combining these two interviews, is to be a minimum of 15 minutes in length. Conclude the report with a strong summary paragraph of the two interviews. Creativity, accuracy, thoroughness, participation, and applicability to current music ministry will heavily influence the student's grade. Begin work on this report after Spring Break.

- **Reflection paper** – After the May workshop, students will compose a paper describing personal concepts of church music administration that have changed or been enhanced as a result of this course. This is not a book report on the text. The paper will be 6-8 TEXT pages in length, incorporating a minimum of 3 other endnoted resources. Papers are to be typed and double-spaced, using Times New Roman 12-point font, with endnotes, and a title page. Attention is to be given to correct spelling, grammar, and punctuation according to the latest edition of Turabian.

The workshops will be held in the Hardin Student Center, 2nd Floor, CIV Room 211 (?)

Friday, Feb. 27, 3:00-6:00 - Saturday, Feb. 28, 9:00-12:00

Friday, May 1, 3:00-6:00 - Saturday, May 2, 9:00-12:00

COURSE ASSESSMENT:

200 Weekly Quizzes (10 grades at 20 points each)

400 Practicum Assignments (8 grades at 50 points each)

200 In the Trenches interviews, paper, and oral report

200 Reflection Paper

1000 Points Total

Bibliography

- Barfoot, Phil, ed. *The Ultimate Idea Book for Music Ministry! Volumes 1 and 2*. Dallas: Word Music, 2004.
- Bradley, C. Randall. *from Postlude to Prelude: Music Ministry's Other Six Days*. Fenton, MO: MorningStar Music Publishers of St. Louis, 2004.
- Causey, C. Harry. *Things They Didn't Tell Me About Being a Minister of Music*. Rockville, MD: Music Revelation, 1991.
- Chapman, Morris C. *The Wedding Collection*. Nashville, TN: Broadman Press, 1991.
- Krauter, Tom, ed. *Things They Didn't Teach Me in Worship Leading School*. Lynnwood, WA: Emerald Books, 1995.
- Krauter, Tom, ed. *More Things They Didn't Teach Me in Worship Leading School*. Lynnwood, WA: Emerald Books, 1998.
- Terry, Lindsay. *A Complete Manual for the Ministry of Church Music*. Murfreesboro, TN: Sword of the Lord Publishers, 2002.
- Worship, Pastors of, and Ministers of Music, ed. *Ministry in the Real World: Real Life*. Anytown, USA: published by School of Hard Lessons Learned, Creation - 2013.

MUED 5301 – Worship and Music Ministry Administration

Spring Semester 2015

CIV Workshop/Hybrid Course

CIV Workshops: **Friday, Feb. 27, 3:00-6:00 - Saturday, Feb. 28, 9:00-12:00**

Friday, May 1, 3:00-6:00 - Saturday, May 2, 9:00-12:00

<u>WEEK</u>	<u>DATES</u>	<u>TEXT ASSIGNMENT</u>	
1	Jan. 19-23	Get text; Get enrolled in BB; Get knowledgeable and comfortable with BB	
2	Jan. 26-30	Chapter 1 Philosophical/Theological Issues read Chapter 1 submit questions by Thurs., Jan. 29, noon quiz posted on BB Fri., Jan. 30, noon-ish... complete BB quiz before Tues., Feb. 3, noon	pages 1-22
3	Feb. 2-6	Chapter 2 Personal Issues read Chapter 2 submit questions by Thurs., Feb. 5, noon, take quiz between noon Fri. Feb. 6 and noon Tues. Feb.10 (repeat process EACH WEEK with current reading assignment)	pages 23-50
4	Feb. 9-13	Chapter 3 Employment and Vocational Issues (Pract. A - Job Description – Friday midnight)	pages 51-74
5	Feb. 16-20	Chapter 4 Working with Church Staff (Mardi Gras – Tuesday, March 17) (Pract. B - Wedding Service – Written copy – Friday midnight))	pages 72-112
6	Feb. 23-27	Chapter 5 Involving Others (Bring questions for Trenches interviews) Workshop Friday, Feb. 27, 3:00-6:00 - Saturday, Feb. 28, 9:00-12:00 Due at workshop: Practicum A – Job Description Practicum B - Wedding Service– Written copy and Role Play presentation	pages 113-154
		DO READ CH. 5 – INVOLVING OTHERS DO NOT SUBMIT QUESTIONS THURSDAY FOR CH. 5 QUIZ DO NOT TAKE QUIZ 5 BY TUESDAY, MARCH 12 NOON	
7	March 2-6	Chapter 6 Promotion (Pract. C - Musical Event Promotion – Friday midnight))	pages 155-178
		DOOOOOOO SUBMIT QUESTIONS ON CH. 6 BY THURSDAY, MARCH 14 etc., etc., etc.....	
8	March 9-13	Chapter 7 Organization & Time Management (Pract. D - Music Budget – Friday midnight))	pages 179-212

<u>WEEK</u>	<u>DATES</u>	<u>TEXT ASSIGNMENT</u>
9	March 16-20	Chapter 8 Facilities and Purchases pages 213-248 (Pract. E - Music Industry Businesses – Friday midnight))
10	March 23-27	Spring Break (take Ch. 8 Facilities and Purchases Quiz by Tues. March 24) (no reading assignment) (begin <i>In the Trenches</i> assignment)
11	March 30-April 3	Easter Week (no reading assignment)
12	April 6-10	Chapter 9 Dealing with Transition pages 249-282 (resume reading and submit questions on Ch. 9 on Thursday April 11, noon (Pract. F - Resume and Job Application – Friday midnight))
13	April 13-17	Chapter 10 Ministering in Special Situations pages 283-298 (Pract. G - Hospital Visitations – Friday midnight))
14	April 20-24	Chapter 11 Most Frequently Asked Questions pages 299-306 (no questions required... no weekly quiz... yea!!!)
15	April 27-May 1	Workshop prep
16	Friday, May 1, 3:00-6:00 - Saturday, May 2, 9:00-12:00	Workshop – Hardin Student Center, 2 nd Floor, Room 211 CIV Have in hand at workshop: Practicum C Promotion Practicum D Organization and Management Practicum E Facilities and Purchases Practicum F Transition Practicum G Hospital Visitation Practicum H Funeral Service – Written copy and Role Play presentation
	Due at Workshop:	In the Trenches – Written copy and Oral presentation
17	Thursday, May 7, noon:	submit Reflection Paper (see syllabus for requirements)