

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 2017

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.
- *Characteristic Excellence* – 2016-2017 Academic Year Emphasis: What we do, we do to the utmost of our abilities and resources as a testimony to the glory of our Lord and Savior Jesus Christ.

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. 2nd edition 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, the following Tuesday**. Please strive to submit questions of quality, significance and substance suitable for graduate level study. 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. Upload these to BlackBoard by Friday midnight of the week assigned.

A. Week 3/Chapter 3: Job Description

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 developments
- 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 6/Chapter 6: Musical Event 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)

C. Week 7/Chapter 7: Music Budget

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.

D. Week 9/Chapter 8: Music Industry Businesses

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

piano tuning

organ repair

instrument purchasing

sound system improvements

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.

E. Week 10/Chapter 9: Resume and Job Application

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.

F. Week 11/Chapter 10: Hospital Visitation

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.

G. Week 14/The Wedding Collection: Wedding Service

(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

H. Week 15: Funeral Service

Situation: The month after officiating your first wedding service (Coll. G), 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 Week 5/Chapter 5 of the text. This **In The Trenches** paper will be given to the professor and presented orally during the April 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.
- **Reflection Paper** – After the April 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.
- **Book Review** – Students will prepare a book review of *The Worship Pastor: A Call to Ministry for Worship Leaders and Teams* by Zac Hicks. This review should be at least 4 pages in length and adhering to Turabian format. The review will be due at the first class meeting on February 10. Students should be ready to discuss the text with the class. As a reminder, a good book review will include: information about the author, a brief synopsis of the main arguments and points of the text, critical evaluation of the text, your evaluation of the book's usefulness and purpose and how well it addressed the main arguments.
- **Discussion Questions** – The instructor will post discussion questions throughout the semester on blackboard. Students are required to respond to these questions with at least one response to the professor and one response to a fellow student's response.

The location of the workshops is TBD.

Friday, Feb. 10, 6:00pm-9:00pm - Saturday, Feb. 11, 8:00am-1:00pm

Friday, April 21, 6:00pm-9:00pm - Saturday, April 22, 8:00am-5:00pm

COURSE ASSESSMENT:

100: Weekly Quizzes (10 grades at 20 points each)

100: Discussion Questions

400: Practicum Assignments (8 grades at 50 points each)

100: In the Trenches interviews, paper, and oral report

150: Book Review

150: 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 5302: Worship and Music Ministry Administration

Spring Semester 2017

CIV Workshop/Hybrid Course

CIV Workshops:

- Friday, Feb. 10, 6:00pm-9:00pm – Saturday, Feb. 11, 8:00am-1:00pm
- Friday, April 21, 6:00pm-9:00pm – Saturday, April 22, 8:00am-5:00pm

WEEK/DATES

1/Jan. 23-27

- **Chapter 1: Philosophical/Theological Issues**, Pages 1-24
 - Read Chapter 1
 - Submit Questions by Thursday, Jan. 26 at noon*
 - Complete Quiz before Tuesday, Jan. 31 at noon*
 - *This will be the pattern any week a chapter assignment from the text is given*

2/Jan. 30 – Feb. 3

- **Chapter 2: Personal Issues**, Pages 25-61

3/Feb. 6-10

- **Chapter 3: Employment and Vocational Issues**, Pages 63-90
 - Practicum A: Job Description due by Feb. 10 at Midnight
- **Seminar Meeting Feb. 10 – 11 at NOBTS**
 - Present Job Descriptions to the Class
 - Book Review Due

4/Feb. 13-17

- **Chapter 4: Working with Church Staff**, Pages 91-122

5/Feb. 20-24

- **Chapter 5: Involving Others**, Pages 123-186
 - “In the Trenches” Questions due by Feb. 24 at Midnight

6/Feb. 27 – March 3

- **Chapter 6: Promotion**, Pages 187-212
 - Practicum B: Musical Event Promotion due by March 3 at Midnight

7/March 6-10

- **Chapter 7: Organization and Time Management**, Pages 213-244
 - Practicum C: Music Budget due by March 10 at Midnight

8/March 13-17

- **Spring Break – No Assignments Due**

9/March 20-24

- **Chapter 8: Facilities and Purchases**, Pages 245-294
 - Practicum D: Music Industry Businesses due by March 24 at Midnight

10/March 27-31

- **Chapter 9: Dealing with Transition**, Pages 295-336
 - Practicum E: Resume and Job Application due by March 31 at Midnight

11/April 3-7

- **Chapter 10: Ministering in Special Situations**, Pages 337-353
 - Practicum F: Hospital Visitation due by April 7 at Midnight

12/April 10-14

- **Holy Week/Easter: No Assignment**

13/April 17-21

- Prepare to share one of your practicums C-E in Class
- Prepare to share your “In the Trenches” assignment in Class
- **“In the Trenches” assignment due by April 21 at 6:00pm**
- **Seminar Meeting April 21 – 22 at NOBTS**

14/April 24-28

- **The Wedding Collection**
 - Read through text/**No Quiz**
 - Practicum G: Wedding Service Due by April 28 at Midnight

15/May 1-5

- **No Reading Assignment**
- Practicum H: Funeral Service due by May 5 at Midnight

16/May 8-12

- **Reflection Paper due by May 12 at Midnight**