



# NEW ORLEANS

BAPTIST THEOLOGICAL SEMINARY

ANSWERING GOD'S CALL

**MUED 5302 Worship and Music Ministry Administration**  
**New Orleans Baptist Theological Seminary**  
**Division of Church Music Ministries**  
**Spring 2017**

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## **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.

## **CHURCH MUSIC MINISTRIES DIVISION VISION STATEMENT**

Developing excellence in Kingdom-minded music and worship leaders

## **CORE VALUE FOCUS**

2016-2017 Academic Year Emphasis: Characteristic Excellence

We want everything we do to be characterized by offering 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 class and carries three hours of semester credit.

## **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 assignments**.
- **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 and potential of salary increases
- days off in the week
- vacation time
- holidays
- professional development
- 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 clear, understandable, positive language and format so as to attract highly qualified prospects.

**B. Week 6 Working with Church Staff** (Due: March 2)

(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.)
- Seating of mothers
- Processional (title)
- Greeting
- Giving of the bride
- Scripture readings  
(who and scripture ref.)
- Songs (titles)
- Exchange of vows and rings
- Symbolic gesture of unity
  - lighting a candle;
  - mixing of sands, etc.
- 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** (Due March 20)

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 in a smaller format

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
- 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.

#### **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/worship leader 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. 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, budget, 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** – 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.

#### **COURSE ASSESSMENT:**

200 Midterm and Final Exam (75 midterm; 125 final exam)

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**

Mondays 3:30 – 6:30

<u>WEEK</u>	<u>DATES</u>	<u>TEXT ASSIGNMENT</u>
1	Jan. 18	Martin Luther King Holiday... no meeting BUT get text ASAP. Get knowledgeable and comfortable with BB read Chapter 1
2	Jan. 25	Chapter 1 <b>Philosophical/Theological Issues</b> pages 1-22 Read Chapter 2. Submit questions For quiz on Chapter 2 by Thurs., Jan. 21, noon
3	Feb. 1	Chapter 2 <b>Personal Issues</b> pages 23-50 Take quiz. Discuss Chapter 2 Submit questions for Chapter 3 by Thurs., Feb. 4, noon. (repeat process EACH WEEK with current reading/quiz question assignment)
4	Feb. 8	Chapter 3 <b>Employment and Vocational Issues</b> pages 51-74 (Mardi Gras – Tuesday, Feb. 9) No quiz...quiz grade determined on the quality of questions submitted. Email to gwoodward@nobts.edu Pract. A - Job Description Submit questions for Chapter 4 by Thurs., Feb. 11, noon.
5	Feb. 15	Chapter 4 <b>Working with Church Staff</b> pages 72-112 Take quiz. Turn in Pract. B - Wedding Service – Written copy Role play wedding ceremony - written copy and oral presentation Submit questions for Chapter 5 by Thurs., Feb. 18, noon.
6	Feb. 22	Chapter 5 <b>Involving Others</b> pages 113-154 Take quiz. Bring questions for Trenches interviews

Submit questions for Chapter 6 by Thurs., Feb. 25, noon.

- 7 Feb. 29 Chapter 6 **Promotion**  
pages 155-178 Take quiz. Turn in Pract. C - Musical  
Event Promotion  
Submit questions for Chapter 7 by Thurs., March 3, noon.
- 8 March 7 Chapter 7 **Organization & Time Management**  
pages 179-212 Take quiz. Turn in Pract. D - Music Budget  
– Friday midnight. Submit questions for Chapter 8 by  
Thurs., March 10, noon.

WEEK      DATES      TEXT ASSIGNMENT

- 9 March 14-18 **Spring Break**
- 10 March 21 Chapter 8 **Facilities and Purchases**  
pages 213-248  
Take quiz on Ch. 8 questions you turned in two weeks  
ago!!! Turn in Pract. E - Music Industry Businesses.  
Begin *In the Trenches* assignment  
Submit questions for Chapter 9 by Thurs., March 24, noon.
- March 27 **Easter Sunday**
- 11 March 28 Individual work on *In the Trenches* assignment  
(no reading assignment)
- 12 April 4 Chapter 9 **Dealing with Transition**  
pages 249-282 Take quiz on Ch. 9 questions you turned in  
two weeks ago!!! resume reading and submit questions on  
Ch. 10 on Thursday April 7, noon  
Turn in Pract. F - Resume and Job Application
- 13 April 11 Chapter 10 **Ministering in Special Situations**  
pages 283-298 Take quiz  
Turn in Pract. G - Hospital Visitations
- 14 April 18 Chapter 11 **Most Frequently Asked Questions**  
pages 299-306 no questions required... no weekly quiz...  
as Kermit the Frog would say..... yeaaaaaaa!!!  
Turn in Pract. H – written copy and oral presentation
- 15 April 25 **In the Trenches** – Written copy and oral presentation
- 16 May 2 submit **Reflection Paper**