

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



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Spring 2019

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:

Core Value Focus and Curriculum Competencies

The seminary has five core values. The core value focus for 2018-2019 is Doctrinal Integrity.

Doctrinal Integrity: Knowing that the Bible is the Word of God, we believe it, teach it, proclaim it, and submit to it. Our confessional commitments are outlined in the “Articles of Religious Belief” and the “Baptist Faith and Message 2000.”

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 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 quizzes** on the required text, *from Postlude to Prelude: Music Ministry's Other Six Days* by C. Randall Bradley. By **Tuesday, 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 on BB class by Thursday noon. Do not use fill-in-the-blank (i.e. Can you think of the word I'm thinking of right at this moment?) or discussion questions (you only have 10 minutes to complete the quiz). Use T/F and multiple choice questions. 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 2 Wedding Ceremony (This assignment is not directly associated with the chapter content, but is a ministry in which you need to be prepared. This will be a written report and orally shared at the first workshop.)

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

The purpose of this is NOT to rehash your personal wedding ceremony or borrow one from your preacher. Peruse the *The Wedding Collection* (required text) as the only source and document in your paper the authors and page numbers you “borrowed from” to put together your ceremony. This should look like a “fleshed out” outline.

B. Week 3 Funeral Service (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 and what scripture)
- Memories of family and friends (prepared, spontaneous, both?)
- Solos (titles)
- Message (scripture references)
- Benediction

C. 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 the first paragraph, describe the following:

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

In successive paragraphs, 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.

D. Week 7 Chapter 6 Promotion

Situation: You (a different person than in Practicum C) 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)

E. 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 C. 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.

F. Week 10 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.

G. Week 11 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.

H. Week 12 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.

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 or inspired from text readings. 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. 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 chapters of 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 Weekly Quizzes (10 grades at 20 points each)

400 Practicum Assignments (8 grades at 50 points each)

200 In the Trenches interviews and paper

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.

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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 Leaders and Ministers of Music, ed. *Ministry in the Real World: Real Life*. Anytown, USA: published by School of Hard Lessons Learned, Creation - 2019.

MUED 5301 – Worship and Music Ministry Administration

Spring Semester 2019

TENTATIVE SCHEDULE

<u>Wk#</u>	<u>Beginning Date</u>	<u>TEXT ASSIGNMENT</u>	
1	Jan. 22	Get knowledgeable and comfortable with BB Read Chapter 1 Submit 3 questions to BB on Ch. 1 by Thursday, Jan. 24 noon	
2	Jan. 28	Chapter 1 Philosophical/Theological Issues Take Quiz 1 by Tuesday, Jan. 29 noon. Read Chapter 2 Submit questions for Quiz on Chapter 2 by Thurs., Jan. 31, noon Practicum A Wedding Ceremony - written copy and oral presentation- Wkshp 1	pages 1-22
3	Feb. 4	Chapter 2 Personal Issues Yes, submit questions but NO Ch. 2 Quiz...quiz grade determined on the quality of questions submitted. Read Chapter 3 Submit questions for Chapter 3 by Thurs., Feb. 7, noon. Practicum B. Funeral Service - written copy and oral presentation - Wkshp 1 (repeat process EACH WEEK with current reading/quiz question assignment)	pages 23-50
	Feb. 7	Workshop 1 Thursday, 1:00-9:00	
4	Feb. 11	Chapter 3 Employment and Vocational Issues Take Quiz 3 by Tues. Feb. 12 noon Complete Practicum C - Job Description – Friday midnight Submit questions for Chapter 4 by Thurs., Feb. 14, noon.	pages 51-74
5	Feb. 18	Chapter 4 Working with Church Staff Take quiz Submit questions for Chapter 5 by Thurs., Feb. 21, noon.	pages 72-112
6	Feb. 25	Chapter 5 Involving Others Take quiz Submit questions for Chapter 6 by Thurs., Feb. 28, noon.	pages 113-154
7	March 4	Chapter 6 Promotion Take quiz Submit Pract. D - Musical Event Promotion – Friday midnight Submit questions for Chapter 7 by Thurs., March 7, noon.	pages 155-178
8	March 11	Chapter 7 Organization & Time Management Take quiz Submit Pract. E - Music Budget – Friday midnight Submit questions for Chapter 8 by Thurs., March 14, noon.	pages 179-212

<u>WEEK</u>	<u>DATES</u>	<u>TEXT ASSIGNMENT</u>
9	March 18-22	Spring Break
10	March 25	Chapter 8 Facilities and Purchases pages 213-248 Take quiz on Ch. 8 questions you turned in two weeks ago!!! Submit Pract. F - Music Industry Businesses – Friday midnight Begin <i>In the Trenches</i> assignment Submit questions for Chapter 9 by Thurs., March 28, noon.
11	April 1	Chapter 9 Dealing with Transition pages 249-282 Take quiz on Ch. 9 questions Submit questions on Ch. 10 on Thursday April 4, noon Submit Pract. G - Resume and Job Application – Friday midnight
12	April 8	Chapter 10 Ministering in Special Situations pages 283-298 Take quiz Pract. H - Hospital Visitations (bring to workshop) written copy and oral pres.
		April 11 - Workshop 2 Thursday, 1:00 – 9:00
13	April 15	Chapter 11 Most Frequently Asked Questions pages 299-306 no questions required... no weekly quiz... as Kermit the Frog would say..... yeaaaaaaa!!!
	April 21	Easter Sunday
14	April 22	Catchup week
15	April 29	In the Trenches – Friday midnight
16	May 6	submit Reflection Paper – Friday midnight