

Proposed Part-Time Minister of Music Job Description

The Minister of Music position at First Baptist Church is a part-time position, entailing approximately 20 hours of work per week, and is a salary position. The individual(s) must have a sense of calling to work with the music ministry and endeavor to bring excellence to the church's worship of God. This person is expected to work under the leadership and authority of the Pastor and in close conjunction with the Pianist/Organist. The Music Committee will assist the minister in an advisory role. Additionally, this person must recognize their accountability to the Personnel Committee, the entire church body, and to Jesus Christ. Salary will be commensurate with experience.

Principle Function: The Minister of Music is responsible for assisting the church in planning, conducting and evaluating a comprehensive music ministry.

Responsibilities:

1. Direct the planning, coordination, operation, and evaluation of a comprehensive music ministry.
2. Assist the pastor in planning congregational services of the church; be responsible for the selection of the music.
3. Conduct a weekly choir rehearsal that seeks to prepare choir members for their music ministry through calls to worship, anthems, choral responses, etc. The choirs/ensembles include, but are not limited to: Adult Choir, Youth Choir, Children's Choir, Adult Hand Bells, Youth Hand Bells, and Praise Team.
4. Be responsible for enlisting and training leaders for the church music ministry in cooperation with the Nominating Committee.
5. Coordinate the performance schedules of music groups and individuals in the function of the church and promote the overall music ministry by providing various avenues of musical expression.
6. Supervise, in partnership with the Music Committee, the maintenance of and additions to music library and equipment and provide musical materials, supplies, instruments, and other equipment for use in the church's program
7. Coordinate, in partnership with the Music Committee, annual fundraising efforts for Youth and Children who participate in All State Choir and Summer Music Camp.
8. Lead and direct music activities for annual Vacation Bible School held each summer.
9. Other duties as assigned and approved by the Music and Personnel Committees and, when applicable, the membership of First Baptist Church.

Personal and Professional Qualifications:

1. Must profess faith in Jesus Christ and exhibit a commitment to sharing Christ with others.
2. Must be a member of First Baptist Church.
3. Master's degree preferred or at least two years experience of directing congregational worship and choral groups in church worship settings or similar experience satisfactory to all related committees.
4. Must possess good people skills and organizational skills.
5. Must be a motivated self-starter.

Performance Standards:

The evaluation of the performance of this position will be conducted as set forth in the latest edition of the Personnel Manual.

Note: First Baptist Church reserves the right to change or reassign job duties, or combine positions at any time deemed appropriate. The church will notify the minister prior to any changes being implemented.

03/28/2018