

Minister of Music

I. General Description:

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

The Minister of Music is responsible to the Senior Pastor for employment requirements and responsibilities.

The ideal candidate would have demonstrated the following characteristics, skills and abilities.

- Must have a proven record of personal integrity and self-motivation in the fulfillment of the Ministry
- Must be saved, talented and Holy Spirit-filled with a desire to bring glory to God through music.
- Must have strong communication, organization and teamwork skills
- Must have a growing theology and practice of Christ-centered worship
- Must have training and experience in working with all choirs from children, and youth to senior adult choirs
- Must have the ability, and skills to train individual voices, help the music ministry to grow spiritually and physically while glorifying God through the sharing of one's musical gifts.
- Experience in mentoring and developing music leadership and gifts in others
- Must have proven favorable rapport with former Senior Pastors served in the past

Requirements:

- Sufficient health to discharge duties properly
- Requires passing criminal civil background checks
- Administrative and leadership skills
- To dress appropriately for church services and other events
- Strong commitment to biblical Christian principles and teachings both professional and personally
- Must be living a Christian life in the world, and participating in Christian Bible study, particularly as provided by this church

II. Ministry Description

Working Relationships:

The Minister of Music works with the Pastor and other Church Staff in planning and directing the music program of the church.

The Minister of Music coordinates with all the church staff in planning, scheduling, and directing the music program in relationship to other church ministries.

Responsibilities:

- Direct the planning, coordination, operation, and evaluation of a comprehensive Music Ministry (utilizing all types of church music), which includes choirs (ensembles, etc.) and musicians.
- Coordinate the Music Ministry with the calendar and emphases of the church.
- Work with the Senior Pastor in determining music ministry goals, organization, leadership, facilities, finances and administrative process.
- Assist the pastor in planning worship services of the church and be responsible for the selection of the music.
- With consult from the Senior Pastor, devise a policy for music used in weddings and funerals held at the church.
- Assist with weddings and funerals to be held in the church.
- Be available to counsel, arrange and provide music for special projects, ministries, and other church-related activities in cooperation with appropriate individuals or groups.
- Direct music groups and congregational singing.
- Be responsible for enlisting and training leaders for Church Music.
- Supervise the work of all leaders in the Music Ministry.
- Work in cooperation with the appropriate persons, in selecting, enlisting, training, and advising song leaders, accompanists, musicians, who serve in church program organizations.
- Coordinate the performance (serving) schedules of music groups and individuals in the functions of the church.
- Give direction to a Music Ministry plan of visitation and enlistment.
- Supervise maintenance of and additions to music library and equipment, including music materials, supplies, instruments and other equipment for use in the church's program.
- Keep informed on current music and worship methods, materials, promotion and administration, utilizing them where appropriate.
- Interview and recommend perspective staff persons to Senior Pastor.
- Make staff disciplinary or dismissal recommendations to Senior Pastor with written documentation to support action
- Seek, provide and coordinate the training of all music personnel in groups or individually.
- Conduct performance reviews for all paid staff annually with six month check-ups.
- Conduct monthly or bi-monthly staff meetings (for both paid and volunteer staff).
- Prepare an annual budget to be recommended to the Senior Pastor and/or Joint Council. Be available nights and weekends for music ministry events as well as to work with the

pastor in making emergency pastoral care visits to music ministry personnel (choir members, etc.) as needed.

- Comply with all established church policies and procedures as well as all applicable federal and state laws.
- Perform other duties as assigned.
- Salary and benefits as approved in the annual church budget.

Requirements: Knowledge, Skills, and Abilities:

The position of Minister of Music:

- Requires a high school diploma.
- Prefer a college degree.
- Prefer a minimum of 3 years of experience in a music church staff or other music-related position.
- Requires ability to play at least one musical instrument.
- Requires the ability to listen effectively and to communicate clearly, both orally and in written form.
- Requires exceptional speaking skills and the ability to speak confidently before groups.
- Requires quality leadership skills.
- Requires exceptional administrative skills.
- Requires basic ability to use computer software, such as Word, PowerPoint, Excel, and Outlook.
- Requires commitment to biblical Christian principles and teachings both professionally and personally.
- Requires sufficient good health to discharge duties properly.
- Requires passing criminal, financial and sexual misconduct background checks.