

## **Job Description: Director / Minister of Music**

**GENERAL DESCRIPTION AND PURPOSE:** The Director/Minister of Music will provide leadership to the Worship services at Shiloh Baptist Church. This will include working with the Pastor, staff, and lay leaders to develop a well-rounded music ministry for worship services and special events.

**SUPERVISOR:** The Director/Minister of Music serves under the supervision of the Pastor. In the Pastor's absence, the Director/Minister of Music will report to the Chairman of the Deacon Ministry.

**PERFORMANCE REVIEWS:** The Director/Minister of Music will have a required annual review with the Pastor and the Personnel Committee. A more frequent review process can be established if deemed appropriate.

### **RESPONSIBILITIES AND DUTIES:**

1. Supervise musicians. Coordinate schedules for worship services for assistant accompanists and all musicians. Secure replacement musicians in their absence as necessary.
2. Provide a variety of music presented to the Shiloh congregation.
3. Possess the fundamental ability to read music.
4. Coordinate with the Pastor on special programs within the church calendar including, but not limited to, revivals, workshops and concerts.
5. Be available for all activities associated with the Music Ministry, with the exception of approved time off.
6. Consult with the Pastor regarding music preparations for church related to activities including, but not limited to, Sunday morning worship services, funerals, rehearsals and vesper services.
7. Meet regularly with the Pastor to evaluate and monitor the progress of Shiloh's Music Ministry.
8. Review and recommend financial needs for the Music Ministry following established church procedures, and be responsible for managing the expenditures within the budget.
9. Attend leadership classes, church business meetings, prayer meetings, Bible Study, etc.
10. Be prepared to present an overview of the Music Ministry activities as requested.
11. Remain informed regarding current music methods, materials and administration through educational courses, music conferences, seminars and

workshops. (Note: These activities will require pre-approval by the Pastor, and a budget report submitted to the Budget Committee.)

**COMPENSATION:** Compensation will be commensurate with experience and expertise. Discussed as part of the interview process.

**HOW TO APPLY:**

Please submit a cover letter, resume, and three (3) references by **email** to [admin@shiloherie.org](mailto:admin@shiloherie.org).

Alternatively, applications can be submitted via **mail** to:

Shiloh Baptist Church  
C/O Damon Porter  
P.O. Box 9681  
Erie, PA 16505