

## **BEULAHLAND BIBLE CHURCH- MINISTER OF MUSIC**

Beulahland Bible Church  
1010 Newberg Avenue  
Macon, GA 31206

### **POSITION DESCRIPTION:**

Minister of Music

### **DATE PREPARED:**

10-16-2016

**STATUS:** Full- time/ Salary

**HOURS:** 40 Hours per week

**COMPENSATION:** TBD

### **Principle Function:**

The Minister of Music is responsible for planning, conducting, and evaluating a comprehensive ministry of music and worship for the church.

### **Organizational Relationship and Supervision:**

The Minister of Music reports directly to the Chief Operating Officer (COO) for leadership and to the Senior Pastor for spiritual guidance. The Senior Pastor and the COO, in cooperation with the BBC Compensation Committee, provides an annual evaluation of the Minister of Music's performance. The Minister of Music will work closely with the Church Admin. and the Director of Media.

### **Responsibilities:**

1. Recruit and develop teams of volunteers to use their gifts in the area of worship (leading, singing, playing instruments, and support).
2. Lead and shepherd the worship team while fostering a sense of community and trust among worship team members.
3. Work collaboratively – within the limits of a multi-site campus – with Pastor and Director of Media to incorporate themes and scriptures into the worship service to support the Pastor's Sermon/Message.
4. Use multiple art forms/creative elements (such as praise dance team and mime team) to enhance worship experience and engage congregation. Lead a creative planning process with staff and volunteers.

5. Primary worship leader for Sunday services. Design and lead other worship services as needed, i.e., Christmas Eve; Wednesday nights (Byron/Warner Robins); Thursday nights (Macon); and Student Worship.
6. Communicate with the Director of Media and Church Admin. regarding the order of worship, special music- hymns, and any other Music and Worship matters.
7. Schedule musicians for all services – organ, piano, keyboard, bass guitar, drums, etc.
8. Recruit, train and schedule all praise team singers and choir members for worship services.
9. Schedule and lead praise team and choir rehearsals.
10. Prepare all praise team music each week and distribute music to musicians and singers in a timely manner for their preparation.
11. In cooperation with the pastors, choose the hymns and songs for all worship services.
12. Develop a Worship Committee that will schedule and coordinate the ministry of music – adult choir, adult and youth choirs, praise team and dancers, and other special music and communicate to the church office.
13. Recommend the tuning, maintenance, replacement, and/or purchase of new musical instruments, mics, or supplies for music ministry.
14. Give leadership to congregational singing at all worship services – encourage and inspire enthusiastic music and singing.
15. Prepare a music and worship budget each year for presentation to the Pastor and Finance/ Budget Committee.

### **Qualifications/Attributes**

1. Must be a believer in Jesus Christ.
2. Must be able to efficiently maintain a healthy balance between God, self, family and ministry.
3. Bachelor's degree required and at least 3 years of experience is preferred, but other combinations of education and experience are acceptable.
4. Experience and high competence in the field of music.
5. Highly enthusiastic.
6. Must have vision and a demonstrated ability to plan, develop, coordinate, manage and implement programs within the parameters of the Beulahland Bible Church.
7. Ability to maintain confidences and deal effectively and cooperatively with all types of personalities, including staff and people within the music ministry.
8. Competent in organizational skills.
9. Effective communicator
10. Willingness to work with committees and attend meetings regularly.
11. Responds to emails and returns calls in a timely manner.
12. Possess a mature understanding of the nature of the church's work and mission, particularly with respect to furthering the mission through the managing of assets.
13. The Minister of Music is expected to be at church on Sunday mornings as well as mid-week church services. Flexibility will be given, in communication with the Senior Pastor, regarding time off and being away on Sunday or mid-week.

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