

Seeking a Director of Music

Shiloh Baptist Church
901 East 5th Street
Erie, PA 16507
(814)453.4909
Senior Pastor Anthony G. Harris, M.DIV.

Job Description: Director of Music

GENERAL DESCRIPTION and PURPOSE: The Director of Music provides leadership to the Worship services Shiloh Baptist Church. This includes working with the Pastor, staff, and lay leaders to develop a well-rounded music ministry for worship services and special events.

SUPERVISED: The Director of Music serves under the supervision of the Pastor.

REQUIRED PERFORMANCE REVIEWS: The Director of Music will have an annual review or more frequently with the Pastor and the Personnel Committee.

DAILY REQUIREMENTS: As the Director of Music will include; administration, management, teaching, training and supervise the children, youth and all adult choirs.

RESPONSIBILITIES AND DUTIES:

1. Reports directly to the Pastor, in his absence will report to Chairman of the Deacon Ministry.
2. Coordinate schedules for worship service of Assistant accompanists, Special Music and secure replacements in their absence.
3. Provide a variety of music presented to the Congregation.
4. Coordinate with the Pastor on special programs within the church calendar such as, Revivals, Workshops and other related areas. For example, Christmas and Martin Luther King Concerts.
5. Must be available for all activities in the Music Ministry, with the exception of approved time off.
6. Consult with the Pastor regarding music preparations for church related activities including, Sunday Morning Worship Services, Funerals, Rehearsals and Vesper Services.
7. Regularly meets with the Pastor to evaluate and monitor the progress of the Music Ministry.
8. Review and recommend financial needs for the Music Ministry following established church procedures, and be responsible for expenditures within the budget.
9. Attend leadership classes, Church Business Meetings, Prayer Meetings, Bible Study and be prepared to present an overview of the Music Ministry Activities.
10. Continue to remain informed on current music methods, materials and administration through educational courses, music conferences, seminars and workshops. *(All conferences, seminars, workshop and etc. will have to be preapproved by the Pastor with a submitted to the budget report to the budget committee)*
11. Shall supervise all Assistant Accompanists, Musicians, Directors, Choir Presidents and Volunteers that relate to the Music Ministry.

Compensation: Compensation commensurate with experience and discussed within the interviewing process.

Please submit a cover letter, resume, with three references by email to admin@shiloherie.org.

No Phone calls please