

Minister of Music

Principal Function: The Minister of Music is responsible to the Pastor for assisting the Church and music groups in planning, conducting, and evaluating a comprehensive music ministry.

Job Classification: This position is salaried and requires 20-30 hours weekly.

Qualifications for the Position:

- Requires a commitment to Christian principles and teachings (professionally and personally).
- Requires a four-year college degree (music) or demonstrated equivalency.
- Requires two years of experience in a church music staff or other music-related position.
- Requires proficiency and experience in a variety of sacred and choral music.
- Requires proficiency and experience in choral conducting.
- Requires the ability to play at least one musical instrument of accompaniment (piano or organ) proficiently.
- Requires proficiency in sight-reading.
- Requires the ability to listen; requires the ability to communicate clearly and effectively (orally and in written form).
- Requires strong leadership, administrative, and interpersonal skills.
- Requires basic ability to use computer software, such as Word, PowerPoint, Excel, and Outlook.
- Requires sufficient good health to discharge duties properly.
- Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
- Requires integrity.
- Requires punctuality.
- Requires passing a background check.

Responsibilities:

- Direct the planning, coordination, operation, and evaluation of a comprehensive Music Ministry.

- Work with the Music Committee in determining music ministry goals, organization, leadership, facilities, finances, administrative processes, and the development of musical groups.
- Planning and being responsible for music ministry at two Sunday services (8:00 A.M. and 11:00 A.M.) and other services of the Church (Wednesday services, funerals, weddings).
- On occasion, be available nights and weekends for music ministry.
- Assist the Pastor in planning worship services of the Church and be responsible for the selection of music.
- Coordinate the rehearsal and performance schedules of music groups and individuals in the functions of the Church.
- Conduct rehearsals.
- Be primary Director for the Sanctuary Choir (may enlist and schedule assistant directors).
- Be responsible for enlisting and training leaders for the music ministry of the Church, including directors, musicians, and soloists.
- Supervise the work of all music leaders in the Music Ministry.
- Be available to counsel, arrange and provide music for special projects, ministries, and other church-related activities.
- Coordinate Music Ministry schedule with the calendar and emphases of the church, including seasons of the Christian year and special services.
- Supervise the maintenance of and additions to music library and equipment, including music, materials, supplies, instruments and other music equipment for use in the church's music program.
- In consultation with the Pastor and Music Committee, prepare an annual budget to be recommended to the Budget Committee.
- Administer the Music Budget.
- Must comply with all established Church policies and procedures as well as all applicable federal and state laws.
- Serve on the Church Council.
- Serve as Staff Advisor for church committees as assigned by the Pastor.
- Perform other duties as assigned by the Pastor.

I have read the above job description and agree to fulfill the requirements and responsibilities described herein.

Signature

Date