

## Seeking a Minister of Music

Shiloh Baptist Church - 901 East 5<sup>th</sup> Street - Erie, Pennsylvania 16507  
Senior Pastor Anthony G. Harris, M.DIV.

**Job Description:** Minister of Music

**GENERAL DESCRIPTION and PURPOSE:** The Minister of Music provides leadership to the Worship services of Shiloh Baptist Church. This includes serving as organist/pianist, teaching music, teaching vocals and singing. The Minister of Music will work with the Pastor, staff, the choirs and lay leaders to develop a well-rounded music ministry for worship services and special events.

**SUPERVISION:** The Minister of Music serves under the supervision of the Pastor.

**REQUIRED PERFORMANCE REVIEWS:** The Minister of Music will have an annual and bi-annual performance reviews with the Pastor and/or Human Resources Committee.

**DAILY REQUIREMENTS:** The Minister of Music requirements will include but are not limited to serving as organist/pianist, teaching music and vocals. The individual will also manage, teach, train and supervise the children, youth and all adult choirs...currently a total of four choirs and two praise teams.

**RESPONSIBILITIES AND DUTIES include but is not limited to:**

1. Reports directly to the Pastor (in his absence to Chairman of the Deacon Ministry).
2. Coordinate music and schedules for worship services of Assistant accompanists, Special Music and secure replacements your and/or their absence.
3. Provide a variety of music to support weekly services, special events etc.
4. Coordinate with the Pastor on special programs within the church calendar such as, Revivals, Workshops and other related areas including 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/recommendations 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, follow established church procedures, and be responsible for expenditures within the budget.
9. Attend Church Business Meetings, Prayer Meetings, Bible Study and leadership meetings.
10. Be prepared to present an overview of the Music Ministry Activities during business meetings or as needed.
11. Remain informed and current on \*current music methods, materials and administration through educational courses, music conferences, seminars and workshops.
12. Supervise all Assistant Accompanists, Musicians, Directors, Choir Presidents and Volunteers that relate to the Music Ministry.

**Compensation:** Base compensation in the \$30k range...

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

No Phone calls please

*\*All conferences, seminars, workshop and etc. will have to be preapproved by the Pastor with a report submitted to the budget committee.*