

Shiloh Baptist Church
703 Central Avenue
Chester, Pennsylvania 19013-3057

Telephone 610.872.8147

Fax (610) 499.5825



Position

- Minister of Music
- Shall be an independent contractor

General Description

- 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, the choirs and music ministry leaders to plan, develop, conduct and evaluate a well-rounded and comprehensive music ministry for worship services and special events

Job Classification: Part Time

- This position is compensated as an independent contractor and requires 20-25 hours weekly
- Hours are flexible, depending upon the church's calendar

Qualifications

- Commitment to Christian principles and teachings (professionally and personally)
- Minimum two years of experience in a church music staff or other music-related position
- Possess a high degree of integrity
- Requires punctuality
- Must have knowledge of sound systems
- Demonstrated ability to play the organ, piano, and keyboard
- Ability to read music, play by ear and play in multiple keys
- Demonstrated ability to play hymns, gospel choir songs, contemporary music, praise & worship and sacred anthems
- Proficient in vocal instruction and work with all choirs of the church if needed
- Ability to communicate clearly and effectively (orally and in written form)
- Strong leadership, administrative, and interpersonal skills
- Requires basic ability to use computer software

Robert Barnes- Deacon Chairman

William I. Ashford, III, Pastor
Darren Knox – Trustee Chairman

Janet Brown – Church Clerk

Shiloh Baptist Church
703 Central Avenue
Chester, Pennsylvania 19013-3057

Telephone 610.872.8147

Fax (610) 499.5825

- Ability to effectively manage multiple projects and priorities
- Must be collaborative, having the ability to work with all demographics within the church and community

Roles & Responsibilities

- Planning and being responsible for the music ministry during Sunday morning service (10:30 A.M.) and other services of the Church (Sunday afternoon services, weekday services, funerals, weddings, etc.)
- Accompany the pastor on preaching engagements and church outings when choir and/or praise team is requested
- Build a rapport with the pastor and singing aggregations of the church
- Serve as a liaison between pastor, music ministry and congregation
- Coordinate music ministry schedule with the calendar and emphases of the church, including seasons of the Christian year and special services
- Conduct Rehearsals
- Be available to counsel, arrange and provide music for special projects, ministries, and other church-related activities
- Supervise all assistant accompanists, musicians, directors, and volunteers that relate to the music ministry
- Coordinate music and schedules for rehearsals and worship services with other musicians, and to secure replacements as needed
- Provide a variety of music to support weekly services, special events, etc.
- Coordinate with the Pastor on special programs within the church calendar such as revivals, workshops and other related areas
- Consult with the Pastor regarding music preparations/recommendations for church related activities
- Be responsible for enlisting, training and developing leaders for the music ministry of the church, including directors, musicians, and soloists
- 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
- Must be available for all activities in the music ministry, with the exception of approved time off
- Must be willing to become a member of Shiloh Baptist Church
- Attend church business meetings, prayer meetings, Bible study and leadership meetings
- Remain informed and current on current music methods, materials and administration through preapproved educational courses, music conferences, seminars and workshops

William I. Ashford, III, Pastor

Robert Barnes- Deacon Chairman

Darren Knox – Trustee Chairman

Janet Brown – Church Clerk

Shiloh Baptist Church
703 Central Avenue
Chester, Pennsylvania 19013-3057

Telephone 610.872.8147

Fax (610) 499.5825

Supervision

- The Minister of Music serves under the supervision of the Pastor
- Reports directly to the Pastor (if there is no pastor, then to Chairman of the Deacon Board)
- Regularly meets with the Pastor to evaluate and monitor the progress of the music ministry
- Work with the Pastor in determining music ministry goals, organization, leadership, facilities, finances/budget, administrative processes, and the development of musical groups
- Review and recommend financial needs for the music ministry, follow established church procedures, and be responsible for expenditures within the budget
- Be prepared to present an overview of the music ministry activities during church business meetings or as needed
- Perform other duties as assigned by the Pastor

Performance Reviews

- The Minister of Music will have annual and bi-annual performance reviews with the Pastor and Deacon Board (Spiritual Officers of the Church); there will also be a review at the end of the 90-day probationary period
- The independent contract will be up for recommendation of renewal each December to be reviewed by pastor and board of directors on an annual basis

Compensation

- Shall be an independent contractor and shall turn in a W-9 form
- Shall receive form 1099 at the end of each year
- Shall be responsible for paying all federal, state, local and occupational tax

Base Salary is Commensurate Upon Experience

All candidates are subject to a criminal background check as well as 3 references as to the quality of your musicianship, character, and dependability.

All candidates must comply with all established Church policies and procedures as well as all applicable federal and state laws.

Robert Barnes- Deacon Chairman

William I. Ashford, III, Pastor
Darren Knox – Trustee Chairman

Janet Brown – Church Clerk

Shiloh Baptist Church
703 Central Avenue
Chester, Pennsylvania 19013-3057

Telephone 610.872.8147

Fax (610) 499.5825

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

All interested candidates should submit a cover letter and resume with three references by e-mail to jbrown@shilohchester.net. No Phone calls please

Robert Barnes- Deacon Chairman

William I. Ashford, III, Pastor
Darren Knox – Trustee Chairman

Janet Brown – Church Clerk