



EAST FRIENDSHIP
BAPTIST CHURCH

East Friendship Baptist Church

Reverend Melvin M. Maxwell
Senior Pastor

4401 Brooks St, N.E., Washington, DC 20019 – (202) 396-7731

Job Title: Director/Minister of Music and Arts

Type of Position: Permanent/Full-time

Salaried Position

Opening Date: August 10, 2015

Closing Date: September 30, 2105

Job Description:

The East Friendship Baptist Church (EFBC) has a permanent (full-time) position for a Director/Minister of Music and Arts. EFBC is seeking a disciple of Christ who has had proven success in their career, highly-motivated, and have a great attitude to join our team. The individual will support the work of East Friendship's Music Ministry and will work directly for the Senior Pastor. This person must possess the spiritual gifts of Worship, Administration, Leadership, and Helps.

The Director/Minister of Music and Arts will be responsible for providing leadership, direction, discipleship and supervision of the East Friendship Baptist Church Music Ministry. The incumbent will oversee the music at all worship services, to include funerals, special services and Bible Study. He/She will be responsible for planning and conducting weekly rehearsals with all Choirs, Praise and Worship Team and Band. Working directly with the Senior Pastor, the Director/Minister of Music and Arts, plans, develops and coordinates a centralized Worship Plan which includes scheduling music, dance, and various arts appropriate for worship while considering the church calendar and holidays when selecting the varied repertoire. In addition, the Director/Minister of Music and Arts supervises the contracted musical staff and coordinates all contract actions with the Senior Pastor. He/She plans for special musical events, facilitates Small Groups for the choirs and musicians each year, and ensures music is a key element of our annual Vacation Bible School. The Director/Minister of Music and Arts is responsible for planning and budgeting. He/She will work closely with the Senior Pastor, ministry leaders, church committees and staff leadership to ensure the music ministry functions effectively as part of the church as a whole. He/She will be a vital member of the church staff and will attend staff and Council of Ministries meetings.

The successful candidate will have previous experience in providing support in a professional environment; demonstrated proficiency with computer software such as Microsoft's Office Suite (i.e. Word, Publisher, PowerPoint, Excel, and Outlook); must work both independently and cooperatively in a team atmosphere, have demonstrated discretion in working with confidential information and the ability to interact respectfully and comfortably with all individuals. The candidate must have excellent organizational, time management, communication and interpersonal skills.

Desired Qualifications:

The Director/Minister of Music and Arts candidate must possess a Bachelor's Degree in Music (Master's Degree desired). The candidate must also have strong keyboard (organ, piano and keyboards), vocal and musical pedagogy, and conducting (directing) skills.

Duties and Responsibilities:

- Plan, rehearse, accompany and lead music for all services
- Provide high quality worship experience – involving a range of musical and arts styles
- Direct choirs and musicians playing various instruments
- Promote the congregation's active participation in worship
- Actively enlist, train and develop leaders for the music ministry of the church, including directors, musicians and soloists
- Schedule, prepare, and lead regular rehearsals of choirs and instrumentalists
- Supervise and coordinate with Dance, Step, Arts, and Multimedia Ministries for Worship
- 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
- Participate in weekly worship planning meetings
- Serve as a resource for those planning weddings, memorials and funerals
- Accompany the pastor on preaching engagements and church outings when choir/praise team is requested
- Coordinate with the Pastor on special programs within the church calendar such as revivals, workshops, conferences, etc.
- Must be willing to become a disciple (member) of East Friendship Baptist Church

Skills:

Performance of Duties – Carryout all duties and functions within required timeframe. Produce high quality work products. Incumbent will demonstrate the ability to be flexible.

Job Knowledge – Display working knowledge of the day-to-day functions of a Church and sacred music. The incumbent is expected to continue expanding his/her knowledge of music by attending formal training, workshops and conferences as deemed appropriate.

Managerial Skills – Manage time wisely to complete quality and efficient assignments and special projects. Plans, prioritizes workload, and works in an organized manner.

Professional Qualities – Maintains a highly professional attitude at all times. Contribute to the overall success of the Church with a positive and proactive attitude. Take ownership of personal and work related issues.

Communication Skills – Demonstrate ability to organize and express oral and written thoughts clearly. Interacts in a courteous and professional manner at all times. Foster positive work and ministry relationships.

On Site Interview Requirements:

- Demonstration of proficiency on organ, keyboard and piano
- Demonstration of conducting skills with adult choir
- Demonstration of conducting skills with Children and Youth Choir

Application Submission Requirements:

- Cover letter describing your personal testimony and your call to the Music Ministry
- A resume with personal and professional references
- DVD, MP4, YouTube or electronic means of a worship service which you've led and directed

The above must be postmarked or emailed by 4:00 p.m. on Wednesday, September 30, 2015 to eastfriendshipbaptist@efbchurch.org or addressed to the Personnel Director, East Friendship Baptist Church ~ 4401 Brooks St. N.E. Washington, DC 20019.