



# Unity Baptist Church

7500 Rev. Valmon D. Stotts (Tireman) Ave. \* Detroit, Michigan 48204  
Phone (313) 933-9799 Fax: (313) 933-7654  
[www.ubcdetroit.org](http://www.ubcdetroit.org)

*Rev. Dr. Lee C. Winfrey, Sr., Pastor*

*Rev. Robert Royal, Youth Pastor, Dea. Clarence Willis, Chairman, Board of Deacons  
Trus. Hugh Williams, Chairman, Board of Trustees*

## **Job Description: Director of Music**

**General Description and Purpose:** The Director of Music must be an acknowledged Christian and actively participating in a church Bible study class for spiritual growth and development. He/she must exhibit a Christian attitude and be exemplary in speech and actions in working with fellow music staff and choir members.

The Director of Music will provide musical leadership to the Worship Services of Unity Baptist Church. This will include working with the Pastor, Chairman of Deacon Board, Chairman of Trustee Board, staff, and lay leaders to develop a well-rounded music ministry for Worship Services and special events.

**PERFORMANCE REVIEWS:** The Director of Music will have a required annual review with the Pastor and the Personnel Committee. A more frequent review process can be established if deemed appropriate.

## **SKILLS, KNOWLEDGE, AND ABILITIES REQUIRED:**

1. Knowledge of the role of music in the Christian church (worship and other services)
2. Knowledge of scripture and sound Christian doctrine (important in selecting music)
3. Ability to play by ear (ability to read music – an advantage)
4. Proficient keyboard skills to plan and teach vocal parts
5. Proficient accompaniment skills in contemporary gospel music, praise/worship style, as well as hymns
6. Effective leadership and teamwork skills
7. Willingness to work as requested



### **RESPONSIBILITIES AND DUTIES:**

1. Supervise musicians. Coordinate schedules for Worship Services for assistant accompanists and all musicians. Secure replacement musicians in their absence as necessary.
2. Provide a variety of music presented to the Unity Baptist congregation.
3. Possess the fundamental ability to read music.
4. Coordinate with the Pastor on special programs within the church calendar including, but not limited to, revivals, workshops and concerts.
5. Be available for all activities associated with the Music Ministry, with the exception of approved time off.
6. Consult with the Pastor regarding music preparations for church related activities including, but not limited to, Sunday morning worship services, funerals, rehearsals and vesper services.
7. Meet regularly with the Pastor, Chairman of Deacon Board and Chairman of Trustee Board to evaluate and monitor the progress of Unity Baptist's Music Ministry.
8. Review and recommend financial needs for the Music Ministry following established church procedures, and be responsible for managing the expenditures within the budget.
9. Attend leadership classes, church business meetings, prayer meetings, Bible Study, etc.
10. Be prepared to present an overview of the Music Ministry activities as requested by the Pastor, Chairman of Deacon Board and Chairman of Trustee Board
11. Remain informed regarding current music methods, materials and administration through educational courses, music conferences, seminars and workshops (note: These activities will require pre-approval by the Pastor, and a budget report submitted to the Budget Committee.)

### **COMPENSATION:**

Compensation will be commensurate with experience and expertise. Discussed as part of the interview process.

### **HOW TO APPLY:**

Please submit a cover letter, resume, and three (3) references by May 31, 2017 to:

Unity Baptist Church  
Attn: Deacon Clarence Willis  
P.O. BOX 28091  
Detroit, MI 48228