

First Baptist Church

Minister of Music Position Description

Job Title: Minister of Music
Department: Music

FLSA Status: Exempt

I. POSITION SUMMARY

The Minister of Music develops and implements a comprehensive music ministry for the church.

II. REPORTING RELATIONSHIPS

The Minister of Music reports directly to the Senior Pastor and Ministry Advisory Council (MAC). Position works with the ministry team to achieve the church mission and objectives.

III. MAJOR JOB RESPONSIBILITIES AND DUTIES

- Implement a comprehensive music ministry for the church
- Coordinate with the Senior Pastor to plan the worship service
- Plan and lead the music portion of the worship service
- Coordinate the performance schedules of music groups and individuals for church functions
- Give direction to a Music Ministry plan of visitation and enlistment
- Provide a schedule of teaching, training, and performing for the graded choirs and other music groups within the music ministry
- Keep informed on current music methods, materials, promotion and administration, utilizing them where appropriate
- Supervise the Music Administrative Assistant and Instrumentalists who play during the worship service
- Support other programs and ministries with music resources
- Attend staff meetings and provide information as needed
- Work with other staff members in the procurement of literature, supplies, equipment, and setup for the music ministry
- Serve as advisor for the church committees and ministry teams as assigned by the pastor
- Maintain and make additions to the music library and equipment including music materials, supplies and instruments.
- Work with the Media/Technology Manager for sound, lighting, and broadcasting
- Develop an annual budget for approval by the Finance Committee in cooperation with the Pastor and Staff
- Produce financial statements each month for the Finance Committee and Church Conference
- Comply with all established church policies and procedures as well as applicable federal and state laws

The Minister of Music shall be required to perform all other duties assigned to fulfill the objectives of First Baptist Church.

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IV. JOB SKILLS AND POSITION REQUIREMENTS

- Committed Christian and a regular participant in the life of First Baptist Church
- Ability to work with and support the staff and members of First Baptist Church
- Commitment to ongoing spiritual and professional growth
- Commitment to support the mission and vision of First Baptist Church
- Skilled musician and music educator with knowledge of vocal techniques and choral literature
- Ability to play at least one musical instrument
- Excellent listening, verbal, and written communication skills
- Exceptional speaking skills and ability to speak confidently before groups
- Knowledge of English grammar, punctuation, and correspondence forms
- Regular, timely attendance during stated or negotiated hours
- Excellent leadership, administrative, organizational, and time management skills
- Basic ability to use computer software such as Word, Excel, Power Point, and Outlook
- Degree from an accredited college or university; music degree and seminary experience preferred
- Self-motivated, self-disciplined, strong-work ethic
- Ability to walk, stand and sit, sometimes for prolonged periods of time
- Discretion and confidentiality in all matters related to church members and church business

V. EVALUATION and COMPENSATION

The Minister of Music is evaluated by the Senior Pastor and the Ministry Advisory Council (MAC). Compensation is reviewed annually.

“I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and for questions concerning what is expected of me, I will speak with the Senior Pastor and/or the Church Council.”

Employee

Date