

JOB DESCRIPTION

TITLE: MINISTER OF MUSIC

REPORTS TO – PASTOR

PURPOSE – To provide leadership for the total worship and music ministries of the church and to assist the pastor and other staff in the overall ministry of the church.

TYPE OF POSITION: Professional Ministry Position, Part Time

SALARY RANGE – Compensation and Benefits package to be determined upon call by the church

DESCRIPTION OF WORK

As a Music and Worship Leader

1. Plan, conduct, and promote the total music ministry of the church and assist with worship planning, preparation, and conducting of all church planned services.
2. Promote a total and growing program of congregational and choral music with various choirs and ensembles, including adult choir, senior adult choir, handbells, and youth and children's choirs—utilizing the music ministry as an outreach tool.
3. Demonstrate interest, skill, and flexibility in working with a variety of worship styles and formats including traditional, Christian contemporary and culturally relevant patterns of worship, working comfortably with each group.
4. Recruit, train, and promote new choirs, ensembles, worship teams, and soloists as able and needed, helping them select appropriate music and to develop their talent.
5. Plan and prepare music for all worship services and assist the pastor and other staff in planning and developing the other elements of the worship service.
6. Conduct all rehearsals and attend all services involving the music ministry of the church, both regular and special.
7. To ensure that all church instruments are properly maintained and repaired, report any issues with instruments to the Pastor.
8. Enlist and develop volunteers, as needed, to accompany in worship services and assist with various age graded choirs and other music ministries of the church.
9. Assist lay music leaders in music selection and planning.
10. Participate as an ex-officio member of the worship team and other teams, as assigned.
11. Assist with funerals, weddings, and special worship services as needed and available.
12. Ensure that all music is cataloged and filed in a system that is readily accessible. New music should be ordered on an as needed basis.
13. Obtain a supply director and accompanist in the absence of either.
14. Maintain the choir room, robe closets, and office of the minister of music in a neat, orderly manner.

As a Minister in General

1. Meet regularly with the pastor as needed and requested to coordinate the music and worship ministry with the total ministry of the church.
2. Attend deacon meetings when requested.
3. Live an exemplary Christian life and engage in conduct that would bring honor to Christ and the church.
4. Duties may require the minister to be available evenings and weekends.
5. Perform other reasonable duties as assigned.
6. The minister will be evaluated on the basis of fulfillment of performance goals.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to work closely with Pastor and Staff in a cooperative spirit.

Strong interpersonal skills.

Ability to assess needs and develop solutions to problems arising in areas of responsibility.

TRAINING AND EXPERIENCE

Degree in music preferred, or currently pursuing a music degree.