

Job Description – October 27, 2022



Job Title: Minister of Music
Report to: Senior Pastor
Job Class: Exempt
Schedule: Full-Time

Primary Function:

The Minister of Music will be a strong leader possessing a passion for traditional and contemporary worship, a vision for musical excellence, the ability to lead instrumentalists and vocalists, proficient skills for playing the piano and keyboard and the ability to direct congregational singing. The primary purpose of the Minister of Music is to glorify God and to proclaim the Gospel of Jesus Christ through praise and worship. The Minister of Music will strive to act as a vehicle to usher in the presence of God.

Qualifications:

- Must have a personal relationship with God
- Ability to read and play music
- Ability to direct congregational singing
- Ability to organize and lead choirs, ensembles, and instrumentalists
- A heart for personal and corporate worship of God
- A sincere passion to involve and equip people for ministry
- A willingness to work with a team concept
- A yearning to reach the lost
- An understanding of the theology of worship
- Minimum of 3 years of leadership experience in music ministry
- Be a member of a bible believing church
- Must possess excellent communication skills

Education:

Bachelor's degree in music or related field preferred

Job Functions:

- Oversee the worship services and music ministry by developing, coordinating, and administering spirit led worship
- Oversee and supervise all music related ministries, choirs, musicians, directors, youth, and children's music ministry
- Demonstrate proficiency in musical styles including traditional gospel hymns, contemporary gospel and praise/worship. Exemplify an appreciation and knowledge of Anthems and Spirituals
- Demonstrate experience in leading music ministry program involving multiple choirs/ensembles/praise teams and music staff
- Participate in selecting /planning music for Sunday services, revival services, bible study, and celebratory services, (i.e., Easter, Christmas, Thanksgiving, New Year's Eve, etc.)
- Assists in providing musical support to out-reach ministries when available, (i.e., prison ministry, seniors, marriage ministry, singles ministry, festivals, etc.)
- The ability to produce and direct special events and music programs.
- Conduct choir, praise team, and musician rehearsals.
- Conduct musical workshop(s)

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- Consult with senior pastor on a regular basis relating to services, special events, special guests, and specific matters requiring senior pastor intervention.
- Recruit congregational talent for the various choirs and music groups
- Engage instrumentalist as appropriate
- Nurture fellowship among members or the choirs through social and educational activities
- Provide music for weddings, funerals, and other special events. Additional compensation for such services will be in accordance with church guidelines.

Administrative Responsibilities:

- Prepare and administer the annual music budget
- Oversee the use, care and maintenance of the church's musical instruments and musical libraries
- Arrange for music leadership during vacation and other absences
- Formulate a template document for choir directors to share objectives and plans each quarter to successfully teach music
- Coordinate sharing of the quarterly plan with choir directors and musicians

Requirements for Successful Performance

- Perform tasks and adhere to Christian conduct in the workplace
- Communicate professionally and courteously
- Achieve goals with minimal supervision
- Good personal hygiene and cleanliness
- Properly handle sensitive information
- Experience as a "team player" in a church setting working with staff, musicians, and volunteers
- The ability to walk, stand and sit, sometimes for prolonged periods of time
- The ability to listen effectively and to communicate clearly, both orally and in written form