



## SECOND MISSIONARY BAPTIST CHURCH

### SMBC Minister of Music Job Description

**Principal Function:** The Minister of Music develops and leads the music ministry of the church, in consultation with the Senior Pastor and other team members, in a way that is consistent with the mission, values, and theology of the church. This part-time position will report to the Senior Pastor.

#### **Responsibilities:**

- Directs the planning, organizing, and conducting of a comprehensive music program in preparing groups, soloists, and choirs for internal and external ministry.
- Plans for practices (in-person) on a weekly basis for all music utilized in the worship service.
- Supervises the work of paid music ministry staff and volunteers and maintains weekly attendance records for payroll purposes.
- Assists in the selection and provision of appropriate music for weddings, funerals, special programs, and other church-related activities.
- Works with special event committees on special music needs in the church.
- Secures a replacement to accommodate vacation schedules when music staff members are unable to be present at any regular worship service.
- Coordinates logistics with other guest musicians and choirs who may visit the church.
- Coordinates workshops and other learning opportunities to enhance the church ministry.
- Monitors and schedules the necessary maintenance and upkeep of the musical instruments.
- Must present a positive image of the church and refrain from any inappropriate activities that bring disrepute to the church.
- Works cooperatively and constructively with church leadership.
- Accepts constructive suggestions/criticism in an open manner.
- Performs additional responsibilities as needed or assigned.

#### **Minimum Qualifications for Minister of Music**

- Minimum of five years of experience leading a church music program
- Ability to effectively communicate with others
- Ability to play a wide range of music styles, including contemporary, traditional, and classic hymns
- Possess strong leadership, organization, and time management skills
- Dependable, responsible, and have good interpersonal skills
- Ability to be a team player with the rest of the staff and congregation
- A background check will be required

#### **Submissions**

Interested applicants should send their resumes to [officeadmin@mysmbchurch.org](mailto:officeadmin@mysmbchurch.org). For more information about our church, please visit our website at <https://smbchurch.org/>.