

JOB DESCRIPTION

JOB TITLE: DIRECTOR OF CHURCH MUSIC

DATE WRITTEN: MARCH 2021

CLASSIFICATION: Part-time

PRIMARY JOB FUNCTION:

The Director of Church Music shall be responsible for all aspects of the Church's music ministry. Under the leadership of the Senior Pastor, this person shall plan the music for all worship services and provide musical direction in those services.

SOURCE OF DIRECTION:

The Senior Pastor provides supervision for this staff member.

DUTIES PERFORMED:

1. Plan special music programs in keeping with the Christian calendar.
(examples: Christmas and Easter Cantatas or programs)
2. Develop and maintain an ongoing program of choir enlistment and development. Various recruitment efforts and training projects should be promoted each year. Every attempt should be made to encourage people to use and develop their musical gifts, whether through voice or instruments.
3. Responsible for the development and oversight of the Music Library. A varied selection of music should be available. All music should be properly cataloged and stored.
4. Keep the Music Committee, organist and pianist abreast of all developments in the music program and coordinate with them the purchase and maintenance of music equipment and supplies.
5. Develop and present a music budget each year in conjunction with the Music Committee.
6. Serve as an ex-officio member of the Music and Audio-Visual Committees. Work with these committees in helping them fulfill their ministry assignments.
7. As requested, provide assistance to families and individuals in planning appropriate music for weddings and funerals.

8. Attend Staff meetings as they are called by the Pastor and participate in all other responsibilities or assignments deemed necessary by the Pastor.

PREREQUISITES:

1. Exemplary Christian and member of this church. Should be sympathetic with Baptist Faith and Message Statement 2000 and willing to demonstrate a maturity and willingness to complete the assignment set forth in this job description.
2. Possess understanding of a blended style of worship and able to lead the congregation into a theologically accurate and rich program of church music that glorifies God through voice and instrument.
3. Able to lead and teach others musically and have a vision to train and equip those who will provide leadership in this area in the future.
4. Able to rehearse a choir, be personable and able to draw people to the music program and be willing to maintain and enhance their musical skills through ongoing training.
5. A degree in church music is preferred but not essential.
6. Able to direct the planning, coordination, operation and evaluation of a comprehensive music ministry.
7. Able to work with the Church Staff and music committee in determining music ministry goals, organization, leadership, facilities, finances and administrative processes.