

Job Description – Minister of Music

Principle Function:

The Minister of Music is responsible for the development and promotion of the total music ministry of the church. The Minister of Music will be under the supervision of the Pastor.

Job Classification:

The Minister of Music will be employed in a part-time position.

Personal Qualifications:

The Minister of Music must be committed to the service of Jesus Christ and to the programs and ministries of First Baptist Church Moffat. The Minister of Music will be an active church member of First Baptist Church Moffat. As a paid staff member the Music Minister must be a good steward of their time, talents, and resources including tithing to the church. The Minister of Music must be able to lead a variety of styles of music including contemporary music and hymns from the piano or guitar.

Responsibilities:

- Work with the pastor in planning all regular and special worship services held at the church.
- Supervise and direct praise team in leading congregational music at all regular worship services and other special services as needed.
- Coordinate special music by church members and special guests.
- Maintain music library and equipment.
- Order music and supplies not to exceed budgeted amounts.
- Arrange for tuning and care of musical instruments.
- Develop and maintain a systematic record and storage system for all music, equipment, and supplies.
- Be available to assist with music during revivals.
- Participate in scheduled staff meetings.
- Prepare an itemized annual budget for submittal to the Church Council.
- Secure or arrange for supply when absent.
- Provide direction and supervision to the pianist, organist, and other instrumentalists.
- Assist in other specific tasks as directed by the Pastor.

***Church Choir(s)**

- Supervise the training and direction of all church choirs.
- Organize and plan at least one major musical presentation per year involving the choir(s) of the church and other volunteers.

- *Choir will be used in special services or as special music as directed by the pastor and the minister of music when a church choir exists.

Compensation:

The Minister of Music salary will be determined by the church on the recommendation by the Church Council and adopted in the annual church budget. After one year from the time of employment, the Minister of Music will earn 1 week of paid vacation time (one week equaling three (3) worship services) per year. Vacation time must be taken in the year it is earned. It does not, though, have to be taken all at one time. For example, the Minister of Music can take one Sunday off (2 services) and not take off the Wednesday night service until a later time.

Employment Agreement:

Employment can be terminated at the request of the individual or the church. Unless otherwise mutually agreed upon, a minimum of fourteen (14) calendar days notice shall be given by either party regarding dissolution written to the Church Council.

Vacation time will be scheduled and approved by the Pastor.

With concurrence of the Pastor and the Church Council, the Minister of Music will be allowed to substitute other days and/or nights for preparation of special services (i.e. cantatas, revivals, etc.) in lieu of Wednesday night services.

The Church Council reserves the right to amend the above job description as indicated by need after discussion with the Pastor.