# JOB DESCRIPTION

FIRST BAPTIST CHURCH CHARLESTON, MO.

# Part-Time Minister of Music or Music Director

REPORTING:

This position reports to the pastor. In the absence of the pastor will report to the Chairperson of the Administrative Committee.

## POSITION CLASSIFICATION & SUMMARY

This part time called staff position is responsible to the pastor for the development and promotion of the worship (music) programs of the church. We are looking for at least 20 hours per week to fill this position.

REPORTING TO THIS POSITION:

Musicians, graded choir leaders, singing groups, and Sound/Audio volunteers all report to this position.

## NATURE & SCOPE

Overall:

1. Pray regularly for each member of your ministry.
2. Participate in personal devotion and scripture reading.
3. Participate in Small Group Bible Study (Sunday School) on Sunday Mornings.
4. Participate in the visitation and outreach ministry to prospective church and choir members, potential musicians, and perform hospital and crisis visits as they relate to choir families.
5. Assist the Pastor and other staff ministers in overall objectives in fulfilling the vision and purpose of First Baptist Church.
6. Attend weekly staff meetings and other training events for continued growth and advancement.

Music Ministry Specific:

1. Direct the planning, organizing, conducting and evaluation of a comprehensive worship program of the church. To include choirs and/or praise team and instrumental ensembles.
2. Plan and direct music for worship services on Sundays and Wednesday nights if applicable.
3. Supervise the work of the paid/volunteer musicians, choir leaders, singing groups, and sound/audio volunteers. This will involve both scheduling and training of employees and/or volunteers.
4. Lead in planning, promoting, and staffing a graded choir program.
5. Assist the pastor in planning worship services.
6. Arrange and provide music for weddings, funerals, special projects, ministries, and other church related activities upon request.
7. Arrange and provide music for three major presentations each year; Christmas, Easter, God and Country (July 4th observance), and help in planning any drama for these presentations.
8. Maintain music library, materials, supplies, musical instruments, and other equipment.
9. Prepare and administer an approved annual music budget.
10. Communicate with church leaders and the congregation regarding the purpose and value of Music Ministry.
11. Perform other duties assigned by the Pastor. In the absence of a Pastor, the Chairperson of the Administrative Committee.

Skills and Attributes Required

1. A personal relationship with Jesus Christ.
2. Be in agreement with the Southern Baptist Faith and Message 2000.
3. Excellent verbal and written communication skills.
4. Prefer a minimum of two (2) years’ experience.
5. Preferred bachelor’s degree (accredited Bible College/Seminary/Music School). Music/Vocal Training/experience may substitute for educational experience
6. Basic office computer skills
7. Self-motivated individual that relates well with all age groups.
8. Must meet the spiritual and moral requirements of Overseers and Deacons outlined in 1 Timothy 3:3-13. If a non-minister then abides by the moral truths as outlined.