

FIRST BAPTIST CHURCH OF MOUNT HOLLY



JOB DESCRIPTION

MINISTER OF MUSIC

Department: Ministerial Staff
Duration: Permanent
Classified: Part-time (20-25 hours), salaried
Reports to: Pastor
Revision Date: January 2025

SUMMARY

The Minister of Music is a key leadership position within our church's ministerial team, dedicated to creating worship experiences and serving alongside the ministers and congregants of all ages. A foundational responsibility of the Minister of Music is to collaborate with Ministerial staff in planning worship so that music and arts complement and enhance our shared worship experience. A routine schedule of planning, rehearsals, and worship attendance is expected of the part-time minister of music. The set schedule shall include in-person worship planning and coordination alongside ministerial staff. In addition, time will be spent planning weekly worship contributions (hymns, musical offerings from various choirs, handbells, etc.) and directing/coordinating a variety of groups within the music ministry of the church. Some hours may be worked from home. The individual must have a sense of calling to music ministry and endeavor to bring worshipful excellence to the church's worship and musical groups.

This person is expected to work under the leadership of the Pastor and in collaboration with other staff and volunteer leaders. This position will be responsible for the planning, developing, directing, and coordinating of a program of church music as a means of worship and involving the musical abilities and talents of congregants. This person will receive annual performance evaluations conducted by the pastor with assistance from the Personnel Committee. Additionally, this person must recognize their partnership with Christ, the congregation, the Personnel Committee, and church staff.

QUALIFICATIONS

- Committed follower of Christ
- Demonstrate a genuine spiritual calling to music ministry
- Hold an undergraduate degree in music or minimum 3-5 years comparable experience is preferred
- Possess a commitment to musical excellence and a passion for sacred choral and instrumental music
- Experience directing choirs and vocal teams, including teaching parts and conducting rehearsals
- Show passion for creating meaningful worship experiences that includes a variety of musical styles and contributions (e.g., choirs, handbells, other instrumental offerings)
- Demonstrates strong organization, planning, and interpersonal skills
- Committed to being kind, considerate, and collaborative as a working member of the ministry team

ESSENTIAL DUTIES AND RESPONSIBILITIES (includes, but not limited to the following)

1. SPIRITUAL - The Minister of Music should prioritize their personal relationship with Jesus Christ through study, devotion, and prayer, seeking God's guidance in all aspects of their ministry, serving as a role model through a Christ-like lifestyle.

2. WORSHIP PLANNING - Plan and direct all worship elements (call to worship, choir anthems, solos, groups, prayer responses, hymns, etc.) for all regular and special worship services. All planning should coordinate with the Pastor, other ministerial staff, and office staff. In addition, work with accompanists to determine prelude, offertory, postlude, and any additional music.
3. PASTORAL - Assist in pastoral care with those involved in the music ministry. Aid with other church-related activities.
4. LOGISTICS – Coordinate all activities with the church calendar. Communicate efficiently and effectively with all involved including rehearsals, call times, and services. Communicate with various groups with the church (e.g., parents of children’s choirs, children’s choir leaders) and provide timely communication, utilizing all necessary avenues of church communication.
5. VISION - Direct the planning, organizing, conducting, and evaluating of a comprehensive music ministry including choirs, vocal, and instrumental ensembles. Fully utilize the vocal and instrumental musical talents of church members and staff. This will include all ages within the congregation. Additional opportunities may include special services, choir tours, festivals, clinics, and programs for a variety of musical interests.
6. COLLABORATION - Work in cooperation with various ministerial staff and leadership teams which integrate music across the congregation. This would specifically include planning with leadership teams for children and youth as well as the Minister of Youth and Children. Work in cooperation with the Adult Choir Ministry Team.
7. COORDINATION - Coordinate the work of all volunteer music leaders. Engage in consistent feedback and support. These leaders include the following: Worship Leaders, Children’s Choirs (Cherub Choir, Music Makers, and Young Musicians), Youth Choir, Handbells, Graceful Praise (young kids creative movement).
8. SUPERVISION - Supervise and conduct annual performance evaluations for the work of assigned paid staff (e.g., accompanists). This is to include direct reporting for paid staff per the church's approved evaluation guidelines.
9. FUNERALS - Plan music for funerals. If unavailable to attend, ensure instrumentalists and vocalists are available, trained, and prepared to lead.
10. LIBRARY - Maintain the music library, robes, materials, supplies, and other equipment for the music program utilizing help as needed by volunteers.
11. BUDGET - Prepare and present the music budget in cooperation with the Adult Choir Ministry Team for consideration by the finance committee.
12. MAINTENANCE - Oversee the maintenance of all church musical instruments. This should include the organ and all pianos. Additional instruments would include handbells, rhythm instruments, etc.