

First Baptist Church Washington, North Carolina

Job Description – Minister of Music

Position Title:

Minister of Music

Position Description:

Full-time professional ministry position responsible for leading the church congregation and others to *Know Christ, Grow in Christ, and Go for Christ* through a comprehensive and diverse music ministry. Music is a part of worship, spiritual education, mission activities, and all aspects of our experiences at First Baptist Church.

Primary Responsibilities:

Music Program Leadership

- Plan, organize, conduct/supervise, and evaluate a music program to include, at minimum, an adult sanctuary choir, a youth choir, children's choirs, and handbell choirs.
- Plan, organize, coordinate, and promote seasonal music events, choir tours, and other special music events.
- Encourage and stimulate interest in the music ministry of the church through publicity and visitation to recruit new music ministry members.
- Recruit and supervise (*in conjunction with the personnel committee*) church-employed and volunteer music staff, including an organist, pianist, and other instrumentalists as needed.
- Counsel participants and approve of music selections for weddings, funerals, and similar activities.
- Direct/Coordinate the Weekday Early Education (WEE) School music program.

Worship Leadership and Pastoral Duties

- Coordinate with the Pastor and other ministers to plan details of all worship services and select appropriate music that will support and enhance the message to be delivered.
- Serve as a worship leader during all worship services.
- Work with vocalists and instrumentalists through preparation and rehearsals to understand their integral roles as worship leaders.
- Substitute in the absence of the Pastor and/or as requested in preaching, weddings, funerals, baptisms, and other similar occasions.
- Assist the Pastor with hospital/home visitations and other duties as needed.

Administrative Duties

- Prepare weekly worship service bulletins.
- Prepare and administer an annual music budget as approved by the Budget and Finance Committee and the church congregation.
- Maintain the church music library and inventory of choir robes, musical instruments, and other required supplies and equipment.
- Attend staff meetings, Deacon's meetings, church business meetings, and other events as available and as requested by the Pastor.

Minimum Qualifications:

Spiritual

- Demonstrated personal faith in Jesus Christ as Lord and Savior.
- Demonstrated leadership based upon the teachings of the Christian Bible and the beliefs of First Baptist Church (FBC) which accompany this Job Description. FBC's ***Articles of Belief*** are in agreement with the South Roanoke Baptist Association, The Baptist State Convention of NC, and The Southern Baptist Convention.
- Committed to music as a missions tool.

Education

- Graduation (*Bachelor's degree required/Master's degree preferred*) from an accredited four-year college or university with a major in a music related field.
- Seminary/Divinity School degree preferred.

Experience

- Minimum of three to five years of music ministry experience.
- Demonstrated ability to work well in a team setting.
- Ability to use computer software including ProPresenter and Microsoft Office programs.
- Ability to play piano, organ, and/or other musical instruments preferred.

This job description is not intended to be all-inclusive. The Pastor may request or assign similar duties. The Pastor serves as the immediate supervisor for this position.