

# JOB DESCRIPTION

<b>Job Title:</b> Minister of Music	<b>Date:</b> September 26, 2016
<b>Church:</b> Middle Baptist Church	
<b>Location:</b> Memphis, TN	

## **Principle Function:**

The Minister of Music shall be responsible for the ongoing assessment, development and growth of the music ministry. He/she shall provide music leadership, including music education for all choirs.

## **Responsibilities:**

- Responsible for the selection and teaching of music for all choirs.
- Rehearse with choirs, soloists and instrumentalists as necessary to properly plan, organize and prepare appropriate music for worship services, church programs, engagements, events, etc.
- Plan (and play utilizing piano or organ if/when necessary) music for worship services, church programs, engagements, etc.
- Coordinate efforts to provide appropriate musical renditions for special occasions/services such as Christmas, Easter, etc.
- Coordinate the church music program with the church calendar and with emphasis on preparing respective choirs for annual day/month (i.e., Choir Month, Women's Month, Men's Month, Youth Month, etc.).
- Coordinate efforts with audio, video, lighting and all multimedia technicians to ensure appropriate and necessary interaction of music and media ministries.
- Coordinate maintenance/repair of all musical equipment owned by the church.
- Plan, recommend and timely submit an annual budget for the music ministry and following established church procedures, be responsible for the expenditures of the music ministry, setting goals for growth of the ministry.
- Perform additional responsibilities as required.

## **Requirements:**

**Education:** Bachelor's degree and/or education in music ministry or equivalent experience.

**Experience:** Prior church music ministry experience (volunteer or paid). Prior music ministry leadership experience is highly desirable. Ability to play keyboard/piano/organ a plus for this position.

## Middle Baptist Church Job Posting Notice

Date Posted: September 26, 2016

Job Posting No: 2016-2

Time Posted: 9:00 a.m. Central

Deadline for Applying: 10/11/2016

Salary Range: Negotiable

Deadline Time: 11:59 p.m. Central

DEPARTMENT	JOB TITLE	SHIFT	OPENINGS
Music Ministry	Minister of Music	1	1

**PRINCIPLE FUNCTION:** The Minister of Music shall be responsible for the ongoing assessment, development and growth of the music ministry. He/she shall provide music leadership, including music education for all choirs.

**EVALUATION PERIOD:** 90 days

### **JOB DUTIES:**

1. Responsible for the selection and teaching of music for all choirs.
2. Rehearse with choirs, soloists and instrumentalists as necessary to properly plan, organize and prepare appropriate music for worship services, church programs, engagements, events, etc.
3. Plan (and play if/when necessary) music for worship services, church programs, engagements, etc.
4. Coordinate efforts to provide appropriate musical renditions for special occasions/services such as Christmas, Easter, etc.
5. Coordinate the church music program with the church calendar and with emphasis on preparing respective choirs for annual day/month (i.e., Choir Month, Women's Month, Men's Month, Youth Month, etc.).
6. Coordinate efforts with audio, video, lighting and all multimedia technicians to ensure appropriate and necessary interaction of music and media ministries.
7. Coordinate maintenance/repair of all musical equipment owned by the church.
8. Plan and recommend a yearly budget for the music ministry. Be responsible for the expenditures of the music ministry while setting goals for growth of the same.
9. Perform additional responsibilities as required.

### **QUALIFICATIONS:**

Qualified applicants should possess: ability to read and direct music; proficiency in playing keyboard/piano and/or organ; strong familiarity with gospel music, traditional hymns and contemporary Christian music. Individual must be able to work well with others and able to thrive in a highly visible church leadership position.

### **REQUIREMENTS:**

**Education:** Bachelor's degree/education in music ministry or equivalent experience.

**Experience:** Prior church music ministry experience (volunteer or paid). Prior music ministry leadership experience is highly desirable.

**SALARY:** Negotiable and commensurate with skill, education and experience.

Interested Applicants must submit resume to:

P.O. Box 300161

Memphis, TN 38130

Résumés submitted any other way will not be acknowledged/considered.