

# **OFFICIAL JOB DESCRIPTION**

## **First Baptist Church South Hill**

<b>JOB TITLE:</b>	<b>Minister of Music</b>
<b>REPORTS TO:</b>	<b>Executive Pastor</b>
<b>POSITION STATUS:</b>	<b>Exempt (Part-Time)</b>

### **JOB PURPOSE:**

The Minister of Music is responsible for providing direction and leadership to the music ministry, promoting the utilization of their musical gifts to stimulate and lead the congregation to experience the presence of God. Will be responsible for directing the organization and implementation of a comprehensive church music program including choir, vocal and /or instrumental ensembles. This position is also responsible for providing musical accompaniment for all worship services, programs, and special engagements.

### **DUTIES AND RESPONSIBILITIES:**

- To play the applied instrument that is assigned and works with instrumental ensembles of the church to assure the success of a proficient instrumental support of all musical groups of the church.
- Attend and ensure team member attends scheduled weekly choir and band rehearsals as well as special rehearsals.
- Ensure musician support for the minimum number of rehearsals required to prepare the band and choir to perform during worship services.
- Inform the Executive Pastor and Choir Director as soon as possible if you are unable to attend a rehearsal and/or worship service.
- Ensure that music is provided for Sunday Services and other services by the band and choirs as necessary.
- Ensure that the band is prepared for efficient sound and delivery during worship services by studying, learning, mastering and teaching selected music.
- Implement, be familiar with and know the musical repertoire of FBCSH.
- Attend and schedule yearly professional development activities for team members to include conferences and/or classes that directly relate to choral directing or musicianship.
- Supervise the work of paid music staff workers and volunteers. Conduct regular team meetings for the purpose of evaluation, planning and implementation.
- Plan, organize and promote concerts, choir tours, festivals, workshops, clinics and other special programs to enhance the music ministry.
- Coordinate with sound ministry regularly to ensure there is a perfect blend of sound, choir and band throughout the sanctuary.
- Prepare, with assistance from the music ministry leaders and music staff members, an annual budget reflecting the needs of the entire music program. Administrate the budget once the church approves it.
- Responsible for documenting a current inventory and maintenance of organ, keyboards, and any other musical instruments or equipment, making recommendations to the Executive Pastor and Business Administrator.

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- Ensure music support and musician assignments for all funerals, baptisms, and weddings as required.
- Serve as contact person and coordinator for visiting musicians or groups
- Assess the need and arrange for substitutes in the event of absences of team members as necessary.
- Oversee and orchestrate Holiday Service events, ie.. Christmas, Easter, (Watch Night) New Years
- Communicate details and weekly expectations for the Choir, worship leaders and musicians.
- Communicate on a weekly basis with the Executive Pastor as it relates to worship music and the team member work hours.
- All other musical duties as assigned.

### **QUALIFICATIONS/EXPERIENCE:**

- A committed Christian who is deepening his/her personal relationship with Jesus Christ and modeling this to others.
- An attitude and communication style that reflects understanding of servant leadership: with a teachable spirit.
- Proficient at applied instrument (organ and keyboard) and demonstrates effective skill in a band and/or various instrumental groups.
- Relate to music ministry members and congregants in a positive, instructive and encouraging manner.
- Ability to effectively collaborate with the Director of Choirs to ensure positive, productive and efficient rehearsals and experiences with music ministry staff and members.
- Ability to read the spirit / atmosphere of the service, congregation, as well as Pastor during the service and lead the band in responding and encouraging the flow of the spirit through music accordingly.
- Possess effective interpersonal communication skills.
- Possess a positive attitude and ability to work effectively and cooperatively with band members, church staff, choir officers and Minister of Music to enhance the vision and goals of the leadership of the Church through music.
- Be available on Sunday's by 7:30 for 8 am services, and 10:30 for 11 am services and scheduled weekly rehearsals.
- Meet with music staff to include Choir Director, Musicians and Exec. Pastor regularly to plan and implement the duties of the music ministry.
- Be comfortable with playing a variety of musical styles; traditional hymns, gospel and contemporary genres.

### **GENERAL EXPECTATIONS**

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- Exhibits a meaning and growing personal relationship with Jesus Christ.
- Commitment to FBCSH's mission and vision statement.
- Commitment to the Music Ministry.
- Should always exhibit professionalism, demonstrated by character, behavior, and well groomed appearance, conscientious work ethic, and a willingness/desire to grow and embrace change.
- A positive attitude at all times and poise under pressure.

### **DIRECT REPORTS**

**Band Members and Choir Director**

### **PHYSICAL REQUIREMENTS**

- Ability to stand for extended periods of time.
- Bending, stooping, twisting, reaching above the shoulder and balancing.
- This job can be physically demanding and requires the movement of large equipment.
- Ability to lift 35 lbs with or without assistance.

### **WORK ENVIRONMENT**

- This position requires a minimum of 1 to 3 rehearsals per week may require up to 29 hours per week, to include onsite update and planning meeting time with Exec. Pastor and music ministry team.
- Ability to work a flexible schedule, week-ends, and holidays.  
Working hours include some evenings and weekends to accommodate rehearsals and worship services.

### **IMPORTANT DISCLAIMER NOTICE**

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. First Baptist Church South Hill reserves the right to revise this job description at any time to require employees to perform other tasks as circumstances or conditions of its operation and/or work environment change.

### **ACKNOWLEDGE**

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I acknowledge that I have read the Job Description and I understand what would be expected of me. I also understand that I am an at-will employee, and this job description does not constitute a contract of employment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b><i>Approved By</i></b>	<b><i>(Signature of Individual With Authority to Approve Job Descriptions)</i></b>
<b><i>Date Approved</i></b>	<b><i>(Date upon which the job description was approved)</i></b>
<b><i>Position Status</i></b>	<b><i>(Exempt Position)</i></b>

*(This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow other instructions and perform other duties requested by his or her supervisor. This job description should be reviewed annually and updated as often as necessary.)*

### Appendix A –Musician – Individual Accountability Plan (IAP)

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### Checklist -Monthly Plans & Duties

Name of Duty	Notes
Hold and Attend rehearsal for designated choirs utilizing instrumental music for all choirs during each month.	Song list will be supplied by the Choir Director and disbursed by the Music Ministry Assistant.
Write, learn and teach instrumental parts for monthly music - all parts for all songs that are submitted in advance.	Collaborate with Choir Director to create monthly song list.
Meet with the music ministry team to confirm musical arrangements and ensure team is prepared for all music.	Confirm that team has received & rehearsed from mp3s, sheet music, etc.
Teach choral and instrumental parts on selected music during rehearsals.	Collaborate with the Choir Director to ensure all music is learned.
Rehearse instrumental introductions, interludes and "fill-in" music with all instrumentalists.	Coordinate mini band rehearsals outside of choral rehearsals as needed.
Consistently hold bi-monthly instrumental rehearsals with the band.	Schedule with band members.
Choose yearly professional development activities for self and team.	Conference or training

### Absences

FBCSH will deduct pay for rehearsals and Sunday worship services where there is non-appearance or non-performance. The established scale for pay and deductions will determine the amount of pay deduction.

### Sunday Service / Rehearsal Schedule

Week	Day/Time	Name of Group
Week 1	Tuesday / Thursday / Sunday	Mass Choir
Week 2	Tuesday / Thursday / Sunday	Men's Choir
Week 3	Tuesday / Thursday / Sunday	Ensemble Rehearsal
Week 4	Tuesday / Thursday / Sunday	Mass Choir Rehearsal
Week 5	Tuesday / Thursday / Sunday	Combined Youth Rehearsal
Bi-Weekly Band Rehearsal	Schedule TBA	Minister of Music Discretion

*Due to unforeseen circumstances, this schedule may change.*