

# MONTEVALLO FIRST BAPTIST CHURCH

## POSITION DESCRIPTION MINISTER OF MUSIC

**SUPERVISOR:** Pastor

**POSITION RATING:** Bi-vocational (part-time)

**PRINCIPLE FUNCTIONS:** The Minister of Music will be responsible for the planning, organizing and implementing a comprehensive music ministry based on sound Christian principles, and primary responsibilities.

### **PRIMARY RESPONSIBILITIES:**

In Cooperation with the pastor and other staff members the Minister of Music will:

1. Maintain a personal walk with the Lord, participate in the outreach ministry of the church, and encourage others to do so.
2. Work closely with and under the supervision of the pastor to organize and lead two worship services and one rehearsal per week: Sunday morning and Wednesday evening services and practice for services and events.
3. Organize and direct special music presentations (Christmas, Easter, etc.).
4. Be creative in worship, utilizing both traditional hymns and modern praise choruses for a blended service that reaches all age groups.
5. Survey and recruit music talent to serve to their fullest potential.
6. Ensure that a playlist and/or sheet music is provided in ample time (ex: by Wednesday night) for singers, musicians, and AV team to prepare and rehearse each week.
7. Ensure that any scheduled Sunday morning pre-service rehearsals conclude in time for participants (musicians, singers, sound technicians...) to attend Sunday School. Coordinate with the pastor, in case of absence, to get a substitute for all services.
8. Work harmoniously with staff, singers, musicians, and music committee.
9. Prepare and present an annual calendar to the church office each year.
10. Submit an annual budget as directed by the Finance Chairman to support the music program of the church.
11. Maintain a knowledge of the Constitution and By-Laws of MFBC.

# **MONTEVALLO FIRST BAPTIST CHURCH**

## **SALARY AND BENEFITS**

1. The Minister of Music will be paid according to the amount set forth in the budget. Federal and state taxes will be withheld from the employee's salary and forwarded according to government regulations. Other deductions will be made in accordance with the Minister of Music's salary package.
2. The Minister of Music will receive two weeks of paid vacation, consisting of 2 Sundays and 2 Wednesdays, per benefit year. Two weeks of paid sick leave will also be provided per benefit year.

## **PERSONAL KNOWLEDGE, SKILLS, AND ABILITIES:**

The position of Minister of Music requires:

- Ability to read music.
- Ability to play at least one musical instrument.
- Ability to be creative in worship, blending traditional hymns and modern praise.
- At least 1 year of experience as church music staff or other music-related position.
- Quality leadership skills.
- Exceptional speaking skills and the ability to speak confidently before groups.
- Ability to listen effectively and to communicate clearly, both orally and in writing.
- Sufficient good health to discharge duties properly.
- Clear criminal, financial and sexual misconduct background checks.
- Commitment to biblical Christian principles and teachings both professionally and personally, including the 2000 Baptist Faith and Message.
- Membership in this local body of believers, Montevallo First Baptist Church.