

# Minister of Music Job Description

## **Part-time / Paid**

### **Principal Function:**

The Minister of Music is responsible for planning, conducting, and evaluating a comprehensive ministry of music and worship for the church.

### **Qualifications:**

1. Have a personal relationship with God through Jesus Christ, and have taken the step of believer's baptism.
2. Maintain a strong personal walk with Christ through the daily practice of Bible study, prayer, and other spiritual disciplines.
3. A worshipper at heart with a spirit of excellence
4. Ability to maintain confidences and deal effectively and cooperatively with all types of personalities, including staff and people within the music ministry.
5. Competent in organizational skills.
6. Effective communicator
7. The Minister of Music is expected to be at church on Sunday mornings as well as mid-week church services (if applicable). Flexibility will be given, in communication with the Senior Pastor and Board, regarding time off and being away on Sunday or mid-week.
8. Must become a member of Mount Zion Baptist Church of Warrenton, VA.

### **Primary Responsibilities:**

Develop and maintain a scheduled program of spiritual guidance and education for all choirs in accordance with sound doctrine. The Minister of Music shall:

1. Recruit and develop teams of volunteers to use their gifts in the area of worship (leading, singing, playing instruments, and A/V support).
2. Lead and shepherd the worship team while fostering a sense of community and trust among worship team members.
3. Work collaboratively with the Pastor to incorporate themes and scriptures into the worship service to support the Pastor's Sermon/Message.
4. Use multiple art forms/creative elements (such as praise dance team and mime team) to enhance worship experience and engage congregation. Lead a creative planning process with staff and volunteers.
5. Primary worship leader for Sunday services. Design and lead other worship services as needed, i.e., Christmas Eve; Wednesday nights; Services where Pastor has been invited and accepted).
6. Communicate with the appropriate staff members regarding the order of worship, special music--hymns, and any other Music and Worship matters.
7. Schedule musicians for all services – organ, piano, keyboard, bass guitar, drums, etc.

8. Recruit, train and schedule all praise team singers and choir members for worship services.
9. Schedule and lead praise team and choir rehearsals.
10. Prepare all praise team music each week and distribute music to musicians and singers in a timely manner for their preparation.
11. Recommend the tuning, maintenance, replacement, and/or purchase of new musical instruments, mics, or supplies for music ministry.
12. Give leadership to congregational singing at all worship services – encourage and inspire enthusiastic music and singing.

**Other Responsibilities:**

**Administrative Duties:**

1. Maintain a record-keeping system (preferably electronic) for all music ministry related information.
2. Prepare a music and worship budget each year for presentation to the Pastor and Church Board.
3. Be responsible to the church board and pastor for expenditures, submission of receipts from expenses, cash allowances and surplus cash at the end of trips, events and activities to ensure budget compliance.

**Relationship to Pastor and Board:**

1. Responsible and accountable through the pastor to the church.
2. Recognize the pastor as the administrator of the total church program.
3. Duties may be modified for the benefit of church and staff as directed by the pastor.
4. Assist the pastor and board in evaluating the total church program and its needs.
5. Other duties as assigned by our pastor.