

**POSITION DESCRIPTION  
PART TIME MINISTER OF MUSIC  
FIRST BAPTIST CHURCH  
PIEDMONT, SC**

The Minister of Music must, before any other consideration, be of such character that he/she reflects the Christian standards espoused by this church. In addition, the Minister of Music should recognize and accept the philosophical belief that music in our worship services has the potential to enrich and enhance the church-wide ministry, as well as enrich our own personal lives.

**QUALIFICATIONS FOR POSITION**

The Minister of Music must have received appropriate formal music training or possess an equivalent level of experience. This will include voice, directing, and piano/keyboarding expertise. The individual should have received some formal training (i.e., college or equivalent.) The individual must adhere to Baptist theology and practice in music programming.

**DUTIES OF POSITION**

The Minister of Music is responsible for:

1. Organizing, teaching, and directing choirs and choral groups for all ages.
2. Providing leadership in encouraging broad participation in the music program by our church congregation, whether or not they are church members.
3. Discussing with the pastor and Music Committee, who will then present to the Board of Deacons if necessary, new music programs or changes to existing music programs before implementation.

**SPECIFIC DUTIES**

The Minister of Music will:

1. Promote the growth and maintain the stability of music groups of all ages.
2. Lead or direct the music at worship services.
3. Assist pastor in planning worship service, including selecting music appropriate to the worship service, worship themes and seasons. Meet with the pastor at least one hour per week for facilitating these duties.
4. Plan, organize, and prepare music for practices with the choir members in a timely manner and be available at least 15 minutes prior to practices and 30 minutes prior to services.
5. Organize and present special musical programs for Christmas, Easter, and various times throughout the year such as Homecomings.
6. Coordinate musical activities in addition to worship services with pastor. Attend staff meetings as scheduled.

### **SPECIFIC DUTIES (CONT'D.)**

7. Supervise the work of the organist and pianist.
8. Work a minimum of 20 hours per week, including the hours dedicated to rehearsals and performances.
9. Maintain, utilize, and add to the current music library.
10. Develop with the Music Committee an annual budget for church music programs. Purchase music and related supplies within the budget allocations. Coordinate expenditures with Finance Committee.
11. Perform other music-related tasks that may be requested by the pastor and /or Music Committee from time to time.
12. Participate in church-wide activities whenever possible.

### **SUPERVISION**

The Minister of Music is under the general supervision of the pastor and the Board of Deacons and will work with and provide reports to the Music Committee.

The Personnel Committee will review the job description and meet with the Minister of Music each year and at such other times as necessary to discuss personnel matters concerning his or her job.