

MINISTER OF MUSIC & WORSHIP

JOB DESCRIPTION

Principal Function:

The Minister of Music/Worship leads the church in a music ministry that will inspire and enhance congregational worship and fellowship, engage all age levels in a variety of music experiences and education, and promote music as an important part of meaningful corporate and personal worship and spiritual growth.

Responsibilities:

A. Plan, organize and lead the ministry of music

1. Plan, coordinate and evaluate a comprehensive music program inclusive of all age groups throughout the life of the church.
2. Work in consultation with the Senior Pastor to plan the Sunday worship and special services to ensure appropriate congregational and special music that enhances and supports the worship message and experience.
3. Lead and direct the congregational music at regular and special worship services.
4. Lead and direct the Chancel Choir in worship and special services, which includes preparing for and rehearsing the Choir, recruiting new members and providing spiritual nurture.
5. Organize and supervise a preschool through Grade 12 music program for children and youth.
6. Recruit, train and supervise volunteers to lead, assist or provide instrumental accompaniment for children and youth music programs.
7. Organize and supervise an instrumental music program, including but not limited to, hand bells and an orchestra.
8. Recruit, train and supervise volunteers to lead or assist in the instrumental music programs.

9. Ensure that the children's and youth choirs and the instrumental groups participate on a regular basis in worship and special services.
10. Encourage and recruit members of the congregation of all ages to offer their musical talents to the church, individually and/or in organized music groups.
11. Seek opportunities for church music groups to perform in the community, including church planned outreach or service programs and activities of local communities or organizations.
12. Supervise the church organist, pianist, and the music ministry administrative support staff.
13. Appoint and supervise the audio director.
14. Serve as a resource for church members on music for weddings, funerals, memorial services and special recognitions.
15. Participate in additional general ministerial duties as required, including but not limited to, congregational care and hospital visits.
16. Perform other duties as assigned by the Senior Pastor.

B. Administer the music ministry program

1. Prepare and recommend an annual music ministry budget to the Budget and Finance Committee.
2. Manage the music ministry budget as approved and submit required reports, estimates and requests according to relevant church policies and by specified deadlines.
3. Select and purchase all needed music, equipment and supplies according to the music budget and relevant church policies.
4. Supervise the use and maintenance of the music, equipment and supplies, such as the music library, musical instruments, choir robes, and hymnals.
5. Serve as a member of the Church Council to coordinate all music activities, projects, and programs with other church organizations and emphases and to place music ministry activities on the church calendar.
6. Serve as an ex-officio member of the Music Committee, the Wedding Committee, and any other assigned committees of the church.