

JOB DESCRIPTION—MINISTER OF MUSIC

(This job description serves as a sample of duties that may be assigned to the minister of music. Each church will adapt this model to fit the needs of the congregation and the minister.)

Principle function.—The minister of music is responsible to the church and the pastor for developing and promoting the music ministry of the church.

RESPONSIBILITIES

1. Direct the organization and implementation of a comprehensive church music program including choir, vocal and/or instrumental ensembles, and drama teams.
2. Assist the pastor in planning congregational services of the church and be responsible for selecting the music.
3. Serve as a leader in the worship services, giving direction to the congregational singing, choir, and other phases of worship.
4. Direct major service choirs and other choirs or ensembles as personal schedule will permit.
5. Supervise the work of paid music staff workers and volunteers. Conduct regular staff meetings for the purpose of evaluation and planning.
6. Cooperate with the church nominating committee to enlist and train leaders for the church music ministry as well as song leaders and accompanists for church educational organizations.
7. Serve as member of the Church Council or church leadership team. Coordinate the music program with the organizational calendar and emphases of the church.
8. Lead in maintaining a church music committee, team, or council. Seek input from members in matters such as goal setting, evaluation, leadership, personnel policies for paid staff, facilities, finance, and administrative procedures.
9. Serve on, and work with, church committees as assigned.
10. Plan, organize, and promote concerts, choir tours, mission trips, retreats, festivals, workshops, clinics, and other special programs to enhance the music ministry.
11. Oversee maintenance of the music library, materials, supplies, musical instruments, and other equipment useful in the music ministry.
12. Prepare reports necessary to keep the church fully informed concerning the music ministry.
13. Prepare, with assistance from the music committee and music staff members, an annual music budget reflecting the needs of the entire music program. Administrate the budget once it is approved by the church.
14. Be informed of denominational goals, emphases, publications, materials, policies, and plans for employing them as they relate to the local church. Cooperate with associational and state leaders in promoting activities of mutual interest.
15. Assist other staff members in churchwide events when needed.
16. Assist in the selection and provision of appropriate music for weddings, funerals, special projects, and other church-related activities.
17. Give direction to, and participate in, a plan of visitation and enlistment.
18. Visit hospitals and assist in pastoral care when called upon.
19. Keep informed on current music methods, materials, promotional ideas, and administrative techniques.
20. Maintain a consistent program of self-improvement.