

Calvary Baptist Church

Minister of Music

Ministry Profile and Job Description

Job Title: Minister of Music

Purpose:

Worship rests at the heart of the mission of Calvary Baptist Church, and *worship through music* is a deeply-cherished way in which that mission is fulfilled. The Minister of Music will work with leaders and members of the church to develop ministries that encourage people to discover and use their gifts and that use music to enhance the worship life of the congregation.

Relationships:

The Minister of Music is supervised by the Senior Pastor; works most directly with the Audio/Visual Team and the Music Team; and is accountable to the Personnel Committee.

Qualifications, Skills and Gifts:

- A strong and growing personal relationship with Jesus.
- A clearly evident passion for worship, for music, and for engaging people in worship through music.
- A theology and philosophy of ministry that is consistent with the beliefs and affiliations of Calvary Baptist Church.
- A commitment to the local church and a desire to help individuals discover and use their talents and abilities in the broader Body of Christ.
- The ability to work with people in ways that demonstrate compassion, encourage unity and motivate participation in the congregation's ministries.
- Knowledge of, appreciation for, and ability to lead others in music and worship of various styles, including both traditional and contemporary.
- The capacity to organize and administer the work of multiple musical ensembles, facilitating productive rehearsals and providing good communication to participants.
- A music degree or equivalent professional experience.

Description of Duties

Direct the organization and implementation of Calvary's music program.

- Identify people with musical gifts and encourage their involvement in the congregation's music ministry.
- Give primary leadership to Calvary's Adult Choir, Handbell Choir and Praise Team:
 - Select and secure appropriate repertoire based on upcoming worship themes.
 - Provide musicians with necessary resources in a timely fashion.
 - Plan and conduct effective rehearsals.
 - Conduct/lead ensembles in worship.
- Give direction to additional vocal and/or instrumental ensembles (Children's Choirs, Men's and Women's ensembles, etc) as need or opportunity arises.
 - Recruit, equip and encourage volunteer ensemble leaders.
 - Coordinate the purchase of necessary resources.
- Provide for musical leadership for the congregation's regular worship gatherings, either personally or through other properly trained and supported individuals.
- Help plan music for other congregational ministries (Children's Christmas Program, Vacation Bible School, etc) as requested.

Work with the Senior Pastor to plan and coordinate the worship gatherings of Calvary Baptist Church.

- Work with the Senior Pastor and other ministerial staff to identify appropriate worship themes and select music for the congregation and its ensembles that enhances these themes.
- Insure that necessary visual elements (PowerPoint slides, MediaShout files, video clips, etc) are provided to the Audio/Visual Committee in a timely fashion.
- Coordinate music for special services (funerals, weddings, etc) as requested.

Work with the Senior Pastor to provide pastoral care for members of the congregation, especially those persons and families involved in the church's music ministry.

- Take steps to encourage and support individuals.
- Participate in visitation efforts as needed and available.

Perform administrative tasks required for the music ministry's effective operation.

- Provide the church's administrative assistant and receptionist with timely input for the weekly worship bulletins.
- Prepare budget requests and monitor the expenditure of music-related funds.
- Insure the provision of appropriate substitutes for musical leadership during vacation periods.
- Coordinate maintenance and repair of the church's musical instruments.
- Participate in regular meetings of the church staff.
- Perform additional duties as assigned.

Time Requirements and Benefits:

- The Minister of Music will work 30 to 35 hours per week on a schedule that is agreeable to the Minister of Music, the Senior Pastor and the Personnel Committee, with additional time possible when needed.
- Compensation for the Minister of Music will be based on experience and qualifications.
- All matters pertaining to compensation, vacation, sick leave, insurance, social security and performance evaluations will be governed by the current personnel policy documents of the church.