

Job Description

Position:	Minister of Music and Worship
Classifications:	Full Time, Senior Staff, Exempt
Reports To:	Senior Minister
Evaluation By:	Senior Minister
Supervises:	Associate Director of Music, Organist, Artist in Residence, paid Vocal Scholars

Job Summary

The Minister of Music and Worship is responsible for developing and managing a comprehensive program of music and music education at Myers Park Baptist Church. Collaborates with the Senior Minister and the Ministry of Worship and Music to plan and execute the worship ministry. Provides leadership and management to the Music Ministry Staff.

Essential Functions

- Provides musical oversight for all services and special music programs.
- Provides strategic direction to the Music Ministry and oversees programs for all choirs.
- Collaborates with the Senior Minister in the planning of the Church's traditional and non-traditional worship services. Crafts liturgical-based worship for services and selects complementary choral music.
- Oversees and executes the tasks required for worship services and events. Maintains the schedule of assignments for all worship services.
- Supervises the work of the Music Ministry Staff and conducts their annual review. Exercises a collaborative leadership style with the Music Staff.
- Plans rehearsals and conducts the Adult choirs.
- Procures (as needed) and prepares organists, pianists, soloists, accompanists and instrumentalists including those needed for the non-traditional services.
- Plans, facilitates and/or assists with retreats, trips and other special events for Adult, Youth and Children's Choirs.
- Oversees the installation and maintenance of all musical instruments and equipment.
- Develops and manages the departmental budget and designated funds.
- Maintains content of applicable church web pages. Promotes and produces written information for responsible areas in church communications.
- Assists in the planning and work of the Ministries and Servant Leadership Groups on which the Minister of Music and Worship serves. Secures and trains Ministry volunteers as needed and specifically coordinates service details with the Media and Sound volunteers.

Other Responsibilities

- Functions as a pastoral minister of the Church.
- Participates in worship services in other roles.
- Assists with Church weddings and funerals serving as a music resource.
- Serves as weekend on-call minister as assigned.
- Participates in hospital visitation as needed.
- Encourages periodic performances of major musical works for the Church and community at large.
- Participates in organizations and opportunities for professional development.
- Works with sensitive information involving staff and congregation and always maintains strict confidentiality.
- Attends weekly staff meetings and Senior Staff meetings as required.

Qualifications

- Master's Degree in music required.
- Graduate of Seminary or Divinity School preferred.
- Five years of experience as a Director or Minister of Music in a church setting. Experiences include choral, orchestral and vocal conducting.
- Education and experience in vocal pedagogy is preferred.
- Keyboard skills are preferred.
- Supervisory experience is preferred.
- Excellent oral and written communication skills.
- Excellent collaboration and relationship-building skills.
- Demonstrated proficiency in computer skills.
- Committed to personal and professional development.

Physical Requirements

- Performs work under normal office conditions. Includes sitting, standing, walking and occasional bending, stooping and stretching. Repetitive wrist motion.
- Requires occasional lifting up to 20 pounds.
- Requires ability to operate typical office equipment such as keyboard, copier and telecommunication systems.

Work Conditions

- Works in office environment, involving contact with staff and the congregation.
- Work may have multiple deadlines, interruptions, high volume and may be stressful at times.
- Some overnight traveling is required.

Core Competencies

Managing Vision and Purpose: Articulates and supports the vision and mission of Myers Park Baptist Church; communicates a compelling and inspired vision for the music ministry; demonstrates spiritual maturity and sensitivity to others in their search for God.

Organizational Knowledge: Knowledgeable about how the organization of the Church works; knows how to get things done both through formal channels and informal networks; can maneuver through complex political situations effectively and quietly; anticipates where the Church organizational barriers are and plans an approach accordingly.

Motivating Others: Creates a climate in which people want to do their best; can motivate direct reports and choir members; empowers others; invites shared input and decision making; makes each individual feel that his/her work is important.

This list is not intended to be all-inclusive. The employee may also perform other reasonably related duties.

I have read the above and agree to its provisions.

Employee Signature: _____ Date: _____