

Job Description

First Baptist Church of Jasper

Job Title: Minister of Music
Accountable To: Pastor
Position/FLSA Status: Part-time/Exempt/Non-Exempt

Primary Function: The Minister of Music serves as a resource to support, foster, and coordinate the worship and spiritual life of the congregation through congregational, choral and instrumental music. As a member of the professional staff, the Minister of Music works with the clergy, staff and volunteers to plan and coordinate worship services and related activities.

Duties/Responsibilities/Expectations:

Direct the planning, organizing, conducting and evaluating of a comprehensive music program including choirs, vocal and/or instrumental ensembles for the 11:00 Sunday morning service.

Lead adult, youth and other choirs as needed.

Advise the pastor in planning, services of worship.

Assist the pastor in planning services of worship.

Direct the handbell ensemble.

Arrange and provide music for weddings, funerals, special ministries and other church related activities upon request.

Plan, organize, and promote special choir events and programs.

Maintain music library, materials, supplies, musical instruments, and other equipment.

Keep informed and up-to-date on current methods, materials, promotion and administration related to a church program.

Prepare an annual music budget for approval and administer the approved budget.

Be present at all staff meetings.

Maintain confidentiality with staff, parents, youth, and congregation.
Seek professional development opportunities.
Supervise paid staff (organist and pianist).
Be expected to work the hours scheduled as a part-time employee.
Participate in an annual review according to the Employee Handbook.
Adhere to other duties as assigned by the immediate supervisor.

Education/Experience:

Bachelor's Degree in related field preferred.
Strong verbal and written communication skills.
A self-starter and highly motivated.
Capable of planning events and working with adults and children.
Relevant experience preferred.

Other Expectations:

A faithful follower of Jesus and shall become, if not already, a member of JFBC
Be in agreement with the church's vision, goals and statement of faith.
Endorse and support the church and its mission.
Keep the church and community informed regarding the church's music programs.