

**GREENWOOD FIRST BAPTIST CHURCH  
PART-TIME MINISTER OF MUSIC  
JOB DESCRIPTION**

**PRINCIPAL FUNCTION**

To understand, respect and advance the musical heritage of FBC by planning, organizing and promoting the various music programs. This is a part-time ministry position, requiring approximately 15-20 hours/week. The position reports to the Senior Minister, who may authorize additional hours during Lent, Advent, or special occasions.

**MUSIC RELATED RESPONSIBILITIES**

- To direct the chancel choir and Church orchestra
- To conduct Wednesday evening rehearsals for chancel choir and other rehearsals as needed for special musical programs
- To act as a resource for and facilitate communication among the leaders of the youth, children's, and hand bell choirs
- To lead congregational singing
- To coordinate all worship service music with the Senior Minister
- To plan and implement seasonal and special occasion music programs (Easter, Christmas, revivals, oratorios, community presentation, visiting choirs)
- To recruit and arrange for special musicians, instrumentalists and vocalists
- To be available for consultation on music for weddings, funerals and other occasions not on church calendar

**RECRUITMENT AND EDUCATION**

- To recruit musicians for all choirs
- To identify musically gifted persons and find opportunity for those persons to use their gifts
- To develop enthusiasm and growth of congregational singing and hymn knowledge
- To promote the music ministry and other opportunities in partnership with the Community Relations Committee
- To coordinate with ministry staff educational opportunities in the music area for children, youth and adults

**SUPERVISION AND MAINTENANCE**

- To supervise the organist, accompanists, leaders of other choirs (youth, children, hand bells) and volunteers
- To oversee the maintenance of the music library (selecting, editing and purchasing musical literature, cataloging and filing music, maintenance and preparation of musicians' folders)
- To oversee the maintenance of all choir robes
- To oversee maintenance of all musical instruments, including organ and pianos

- To communicate regularly with the sound committee:
  - To provide direction and support in preparation for worship
  - To provide monthly calendar of all upcoming events requiring sound committee assistance

#### **ADMINISTRATIVE AND SELF- IMPROVEMENT**

- To prepare weekly information for the Sunday bulletin and Church newsletter
- To prepare weekly choir rehearsal plan
- To prepare Music Ministry budget
- To assist in planning the annual church calendar and coordinating the music ministry with the calendar
- To continue professional development by attending workshops and seminars
- To provide an annual performance review of the musical support staff with input from the administrator on policy and procedure adherence

#### **OTHER RESPONSIBILITIES**

- To serve as Staff liaison to the Worship Committee
- To assist with worship leadership as necessary
- To perform other duties as assigned by the Senior Minister