

COLLEGE PARK BAPTIST CHURCH

PART-TIME DIRECTOR/MINISTER OF MUSIC

JOB DESCRIPTION

JUNE, 2018

REPORTS TO:

The Director/Minister of Music reports directly to the Senior Minister.

PRINCIPLE FUNCTION:

The Director/Minister of Music is responsible for the Music Ministry Program at College Park Baptist Church. This includes a collaborative partnership with the ministerial staff and congregation in the vision, planning, implementation and evaluation of the church's music ministry in working toward and accomplishing the overall ministry goals of the church.

SUPERVISES:

The Director/Minister of Music supervises all staff accompanists, lay music leaders of choir(s), vocal and instrumental ensembles, and other groups who participate in the Music Ministry Program.

RESPONSIBILITIES:

Music Ministry Leadership:

- Plan, develop, promote, and maintain a comprehensive music ministry for regularly scheduled church functions and special events/services.
- Lead/direct Adult choirs (contemporary and traditional) in regularly scheduled rehearsals and worship services.
- Direct/oversee youth and children's choirs.
- Coordinate/evaluate the musical needs and interests of the congregation and tailor music program(s) and experiences accordingly (i.e. hand bells, tone chimes, etc.).
- Recruit and train musicians, volunteers, and leaders for the music ministry of the church while providing opportunity for artistic development and spiritual growth of music ministry participants.

Worship Leadership:

- Collaborate with the ministerial staff in worship planning.
- Coordinate/oversee a music program which speaks to and promotes diversity and inclusion.

Administrative Functions:

- Prepare budget recommendations for the Music Ministry Program.
- Oversee expenditures and record keeping related to music program expenses (including copyright) to keep expenses within budget guidelines.
- Maintain the music library, instruments, equipment and supplies used in the Music Ministry programs.

Average 20 hours/week

Minimum of 3 years experience