

SOUTHSIDE BAPTIST CHURCH

MINISTER OF MUSIC AND ADMINISTRATION

JOB DESCRIPTION

PRINCIPLE FUNCTION: Responsible to the church for leading, developing, promoting, and implementing all music ministries of the church under the supervision of the Senior Pastor.

SECONDARY FUNCTION: Responsible to the church for directing the daily administrative responsibilities including giving leadership and direction to the staff under the supervision of the Senior Pastor.

This is a full time exempt salaried position.

MINIMUM QUALIFICATIONS:

REQUIREMENTS

1. Must be a Christian.
2. God called experience to this position.
3. Must be well-versed student of God's Word, manifesting scriptural understanding and leading other to grow.
4. Must have training and demonstrated leadership ability in Christian education and music applicable to individuals of all ages.
5. Must demonstrate adult Christian maturity.
6. It is expected that he will unite with our fellowship when responsibility is assumed and upon becoming a resident of our community.
7. Must be presentable in appearance while working at church or leading services. Pastor shall decide on appropriate dress for daily church work and services.
8. He shall be ordained or a candidate for ordination. He shall meet all Biblical qualifications as set forth in 1 Timothy 3:1-7; 1 Timothy 1:32 shall be interpreted to mean that the man who has had the misfortune of divorce shall be disqualified as Minister of Music on scriptural grounds. The man shall be affiliated with and sympathetic with the program of the Southern Baptist Convention and the doctrines, faith and practices of Southside Baptist Church.

DUTIES AND RESPONSIBILITIES OF THIS POSITION INCLUDE (BUT NOT LIMITED TO) THE FOLLOWING:

1. Responsible for selecting, planning, and execution of all the music programs of the church for all age groups, i.e., choirs, VBS, Easter programs, Christmas programs, summer Music Camp, etc.
2. He is to plan and lead the music program in all regular worship services.
3. He is to work with music and nominating committees in helping to select persons to serve as committee members, pianist and organist.
4. When unable to be present at any regular worship service, he is to have an assistant available as a replacement. He must also secure a replacement for organist and pianist as needed, to accommodate vacation schedules and/or personal illness.
5. He is to aid the Pastor in witnessing, visiting, etc. and in the absence of the Pastor assume a position of leadership in the church if required.
6. Recruit others to join choir and witness to them and their families.
7. Encourage and assist in developing talent of all ages to sing and praise our Lord.
8. He will seek to lead each person (child/youth/adult) to a deeper personal spiritual commitment to Christ.
9. He shall work closely with the Pastor to plan heart-felt spontaneous worship experience for the congregation.
10. He is to prepare and submit annually a proposed budget allocation for the coming year to the finance committee when requested.
11. Schedule and direct practices for orchestra, pianist, and organist as needed, in preparation of worship services and/or special church programs.
12. Assist in directing of video/camera crew and sound technicians to assure adequate staffing for worship service and church programs.
13. Be available and willing to counsel with children, youth, and/or adults as needed.
14. He is to upgrade and maintain music library.
15. Shall make hospital visits to congregational members as needed.
16. Shall administer the daily activities, responsibilities, questions, and needs of the office and custodial staff in consultation with the Pastor.
17. Shall be responsible to and under the supervision of the Pastor. In the absence of the Pastor, he is under the supervision of the deacons.

18. All other duties as assigned by the Pastor.

19. The Minister of Music will give a written notice of resignation or termination of three weeks or a suitable time agreed upon by both parties. The written resignation shall be given to the Pastor and/or Chairman of the Deacons.