

Lawn Baptist Church Job Description: Music Minister

Summary: The music minister leads the music ministry for the church.

Reports to: Pastor. In absence of a pastor, the music minister will report to the deacon body.

Essential Functions:

1. Chooses, directs and leads music during worship services
2. Organizes and develops the music team
3. Ensures electronic equipment and audio/visual systems are working properly

1. Essential Duties and Functions: The music minister will:

- a. Choose and direct inspiring music, utilizing a balanced variety of music styles, for Sunday morning worship services in conjunction with the service theme and scripture references. These functions may be delegated at times for the purpose of developing team members.
- b. Lead practice with the music team weekly prior to services.
- c. Choose and direct music for special events such as Christmas or Easter services. Other church members will help and may be designated as leaders of certain projects or programs.
- d. Recruit, train, and assign a roster for a/v team to set up audio/visual systems prior to and operate during all services.
- e. Operate or arrange operation of the sound a/v systems for other events such as funerals and weddings.
- f. Maintain required copyright licenses for church.
- g. Maintain electronic equipment, including purchasing and replacing defective electronic equipment used by the church.
- h. Be fiscally responsible in acquiring music and electronic equipment. Prepares an annual music budget for maintenance and replacement of all music- related equipment, supplies, and instruments.

2. Qualifications: *The following responsibilities are expected from the music minister.*

a. Music:

- i. Musically gifted and trained to use instrumentation in leading the worship service.

- ii. Able to organize traditional and contemporary style worship.
- iii. Multimedia development experience.
- iv. Experience in mentoring and developing worship leadership and gifts in others.

b. Leadership:

- i. Able to provide leadership, development, and accountability to the Music Ministry.
- ii. Be willing to delegate responsibility as needed.
- iii. Able to recruit others and lead.
- iv. Lifelong learner in ministry trends and leadership.
- v. Solid work ethic, possessing a musical passion.
- vi. Communicates with others with wholesome, gracious manner, effectively teaching and training others.

c. Organization:

- i. Be able to organize and give attention to detail.
- ii. Adhere to the church constitution, bylaws, and policies.
- iii. Cooperate with church pastor, staff, and deacons.

d. Personal Commitment/ Spiritual maturity: *The music minister:*

- i. Is required to be certain of his or her salvation experience in Jesus Christ and to have been scripturally baptized by immersion at the time of or subsequent to the salvation experience. Is expected to be a member of LBC.
- ii. Is expected to follow God's leadership through prayer, Bible study, and fellowship with God.
- iii. Will lead the church toward deeper spiritual maturity because of his/her own growing maturity in God's grace and experience.

e. Commitment to Biblical Teaching: *The music minister will:*

- i. Believe in and teach from a commitment that the Bible is God's holy, inspired word. (2 Timothy 3:16-17).
- ii. Allocate time to study and prepare to teach as needed.
- iii. Seek the counsel of the pastor when seeking interpretive help to insure consistency with church practice.
- iv. Challenge the church to develop meaningful habits of personal worship.
- v. Demonstrate Biblical principles in performance of all duties.

f. Compassionate Heart: *The Music Minister will:*

- i. Be faithful to and care for his or her own family.
- ii. Care for members of the church as a kind shepherd.
- iii. Demonstrate love for unsaved people and seek their salvation in teaching and personal witness.

- iv. Seek to relate to various age groups and gender with a kind and impartial spirit.

3. Accountability:

- a. The Music Minister reports directly to the pastor for leadership and supervision. In the event the pastor's position is vacant, he or she will report to the deacon body.
- b. The pastor and personnel committee will evaluate the Music Minister's performance after the first six months of employment and annually thereafter.
- c. The church and church staff will support the Music Minister and family through prayer, assistance, counsel and encouragement.

4. Salary/ Benefits

- a. Salary and benefits will be determined by the personnel committee and recommendations will be given to the deacon body.
- b. Position: Variable Part-time (TBD hours/week; max: 20 hours/week). The music minister will be employed on a part-time basis and does not include pension plan or healthcare benefits. Hours will be flexible. The Music Minister's schedule will be coordinated with the pastor.
- c. The church supports continuing education and will be considerate toward providing a music minister time and reasonable fees and travel reimbursement.
- d. Annual Salary: TBD.
- e. Pay Frequency: Monthly.
- f. This job is contingent on a successful background check.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for Music Minister. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

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