

Clemmons First Baptist Church
Minister of Music and Worship Leader
Job Description

Revision Date: 8/2/11	Reports To: Senior Pastor	Classification: Full Time
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Job Summary The primary responsibility of the Music and Worship Leader is to glorify God through the selection and presentation of music, to enhance the worship experience and Christian message as spoken from the pulpit.

Worship Responsibilities

- Leads services as directed by the Senior Pastor.
- If ordained, conducts weddings, funerals, baptisms and baby dedications as requested by the Senior Pastor and or members of the congregation.
- Attends and actively participates in both traditional and contemporary Sunday morning services, Sunday evening service and Wednesday night activities.
- Coordinates the set up and break down of the contemporary Sunday morning service.

Ministry Responsibilities

- Looks to God and the Senior Pastor for leadership of the total church music program.
- Has the primary responsibility for implementing the music program of the church. Utilize musical opportunities to witness and counsel for the glory of God.
- Works closely with the volunteers who lead the childrens choirs (which include the Music Time choir; 4 and 5 year olds, KidSing choir; grades 1-3, Young Musicians choir; grades 4-6, leads all ensembles, soloists, musicians, hand bells, Senior Adult choir, Sanctuary choir, VBS, interested individuals and other events as necessary, to develop a well-rounded music ministry. Recruits and mentors volunteer musicians as needed to enhance worship experiences.
- Assumes "on call" status for the church as appropriate for the ministerial staff. Participates in home/hospital visitation of music ministry participants and their

families, as coordinated with the Senior Pastor. Accepts additional responsibilities as the need requires.

- Promotes the Music Ministry through the church newsletter, bulletin, audio visual announcements and website. Utilizes the PR committee for community outreach via local newspapers, radio, television and signage.
- Disciplines his/her schedule so that ample time is allocated for musical program preparation, study, prayer and spiritual growth.

Administrative Responsibilities

- Responsible for the coordination of church music program in accordance with the Clemmons First Baptist Church personnel policies.
- Under the direction of the Senior Pastor, assists the ministerial team in the planning of church services and participates in the leadership of worship and other activities
- Keeps abreast of current music, methods, materials and equipment.
- Establish and post regular office hours in keeping with the Personnel Policies and Procedures. Communicates with the Administrative Secretary in order that he/she may be reached, if necessary.
- Attends and participates in all staff meetings and Church Council meetings unless sick, on vacation, or away for other official duties.
- Communicates and plans regularly with the accompanists and other musicians.
- Supervises and evaluates all staff musicians. Works closely with the Music Committee and Senior Pastor (and coordinates with the Personnel Committee) in the employment, evaluation and dismissal of musicians in accordance with the constitution and written church policies.
- Serves as staff advisor for the Music Committee. Gives direction and receives input from the group when determining music ministry goals, choosing musical programs, and identifying the yearly budget.
- Prepares and submits the Music Ministry budget to the Finance Committee.

- Responsible for purchasing music, materials and supplies, as well as, the organization of the music library and ensures the proper maintenance and upkeep of all church instruments.
- Works with the Music Committee to enlist leaders and workers for the Music Ministry. Assumes accountability for the programs.
- Responsible for all music and video licensing being kept up to date.
- Approves music for all weddings as stipulated in the wedding policy.

Minimum Qualifications

- Ability to promote spiritual growth in practices and within the church
- Ability to work well with others, especially in a team situation
- Strong organization and administrative skills
- Experienced conductor and ability to read music
- Keyboard/instrumental skills a plus
- Proficient vocal musicianship
- Bachelor's degree with emphasis in Vocal Music and/or Religious studies
- Minimum of 3 years experience leading traditional and contemporary music in a Christian setting