

Job Description – Minister of Music

Qualifications

1. Must have a basic ability to use computer software, proficient with technology, and familiarity with social websites
2. Strong interpersonal and verbal communication skills
3. Ability to work flexibly in a team environment
4. Capable of reading music proficiently
5. Involved in continuing education and professional development
6. He/she shall have strong organizational skills
7. Experience of working with different types of choirs
8. Schedule, direct, and lead choir practice
9. Should be proficient with the following instruments:
 - a. Organ
 - b. Piano, and the
 - c. Keyboard
10. Demonstrate ability in directing choirs and/or ensembles
11. Proficient accompaniment skills in contemporary gospel music, praise/worship style, as well as hymns
12. Demonstrate skills with planning and preparing for programs
13. Play music or coordinate for Sunday service and/or coordinate for Mid-week services including the following:
 - a. Church member funeral services
 - b. Special church services and events
 - c. Travel with choirs to other churches for anniversaries, revivals, etc.
 - d. Choir rehearsals

Desirable skills

1. Ability to integrate contemporary music in a church setting
2. Understand diverse styles and genres of music
3. Knowledge of church calendar and music appropriate for it
4. Prior experience as a Minister/ Music Director in a church
5. Ability to play by ear
6. Minimum 5 years of experience in working with a church choir
7. Bachelor degree from an accredited college or university

Essential job function – Responsibilities

1. Oversee and provide resources for all worship services at the church
2. Serve as primary accompanist for congregation's worship
3. Attend and participate in monthly planning meeting with Pastor
4. Select services music and hymns in consultation with the Pastor
5. Recruit, enlist, organize and lead rehearsals for musicians, soloist, choirs and/or ensembles

6. Supervise and manage all paid and volunteer musicians/ vocalists
7. Prepare an annual budget and administer the approved budget for the Music Department

Compensation

This is a part time position with a salary commensurate with experience, education, and the salaries for similar positions in other churches in the area.