

**NINETEENTH STREET BAPTIST CHURCH**

**Washington, DC**

**MINISTER OF MUSIC**

**JOB DESCRIPTION**

**Qualifications**

- 1 Must be a practicing Christian who has accepted Jesus Christ as his/her Lord and Savior and exemplifies a spiritual commitment in the performance of his/her duties.**
- 2. Strong musical background, dependable, spiritually motivated, creative and one who sees the Music Ministry for the Lord.**
- 3. Must have Degree in Music or similar discipline i.e., Bachelor of Fine Arts, Performing Arts, Theater.**
- 4. Must have at least three years of experience directing choirs and managing the administrative aspects of Music Ministry.**
- 5. Must have proven leadership and interpersonal skills to supervise the Music Ministry, its Directors and Musicians.**
- 6. Ability to sight-read vocal and instrumental music for piano and organ.**
- 7. Ability to recruit and organize choir directors, instrumentalists and vocalists.**
- 8. Must work in consultation with the Media Ministry to create a spirit of excellence for worship.**

**Accountability**

- 1. The Minister of Music reports to the Pastor and Board of Deacons of the Church.**
- 2. Primarily, the Minister of Music will work with the Pastor on matters of worship, thematic topics, music and praise worship, attend staff meetings and worship planning committee meetings.**
- 3. The Minister of Music shall work with the Board of Deacons on administrative, budgeting, program development and scheduling matters and s/he will Co-Chair the Music Ministry Committee.**
- 4. The Minister of Music will meet with the Board of Trustees on development and obtaining final approval of the budget.**

**Salary**

- 1. The salary of the Minister of Music will be determined by the candidate's level of education, choral experience and duties on an annual basis.**
- 2. The Minister of Music shall be provided an annual evaluation and three weeks of leave annually for the first full year in consultation with the Pastor and Board of Deacons. One day will be added each year up to thirty days of annual leave.**

## Duties- Minister of Music

1. Serve as the manager of the Music Ministry of the Church, which includes music at all Sunday services, all choirs, including youth choirs, praise team, prayer meeting, High Holy Day services, liturgical dance teams, choir directors, all musicians, instrumentalists and vocalists.
2. Direct and/or make music assignments for all services including funerals, weddings, High Holy Days and invitations to participate in outside engagements.
3. Attend or arrange for musician coverage for all choir rehearsals and performances.
4. Recruit and hire staff, in consultation with the Pastor and Music Committee, and evaluate directors, musicians and soloists who perform at the Church.
5. Provide training for the Music Ministry personnel through conducting and/or arranging for attendance at workshops, seminars, etc.
6. Recruit and encourage members to join the choirs of the Church, by open call. Encourage other musicians and instrumentalists in Music Ministry and the congregation at-large to participate with choirs.
7. Purchase or obtain music for the choirs of the Church. Set-up music files, compile and maintain all music.
8. Ensure that all musical instruments are maintained in excellent working conditions.
9. Coordinate with the Pastor and Church office staff, all hymns, other musical selections and special music related to the Sunday Order of Service by Wednesday of each week.
10. Ensure that the necessary musical personnel are on duty for worship services, including musicians, instrumentalists or soloists that may be required for special services, and for those times the Minister of Music is not available because of an excused absence or vacation.
11. Meet with the Pastor and Music Committee on a regular basis and discuss the progress and vision of the Music of the Church.
12. Maintain flexible office hours at least 3 days per week.
13. Oversee choirs every Sunday.
14. Demonstrate ability to manage various genres of choir music that will include hymns, anthems, gospel, spiritual, traditional and contemporary styles of music.
15. Prepare and rehearse the choir members, musicians for all worship services.