

## **Job Responsibilities of the Music Minister**

The general duties of the position are listed below and are as inclusive as possible, but additions or deletions are possible as needed to meet the needs of the church staff and members.

- Spend time with the Pastor in order to understand his heart, passion and desired direction of worship.
- Coordinate with the Pastor and church staff to direct the planning and order of worship to provide meaningful worship services.
- Lead and/or coordinate all Choirs, Ensembles, Praise Bands, Soloists, Musical Specials, Guest Soloist, Instrumental groups, and other matters as considered appropriate.
- Lead congregational singing unless delegated to another individual.
- Ensure accompanist(s) will be available to play for all services and rehearsals as needed.
- Recruit, train and supervise media team regarding all audio and visual needs.
- Oversee the planning and direction of annual Christmas and Easter presentations and other special worship events.
- Oversee all other aspects related to the music ministry.
- Prepare yearly budget for the music ministry and submit to Finance Committee for review to present to the church for approval.
- Attend scheduled staff meetings.