

**Camden First Baptist  
Job Description  
Minister of Music**

**POSITION TITLE:** Minister of Music

**POSITION CLASSIFICATION:** Full-time Ministerial Staff – Salary

**ACCOUNTABILITY OBJECTIVE:** The Minister of Music is responsible for leading, overseeing, and shepherding the church's music ministry program. This program includes all aspects of musical activity within the church and the technical ministry that supports those musical activities. The program aims to edify the Body of Christ and reach our community with evangelistic outreach based on our four canons: (1) an authentic family, (2) around the whole gospel, (3) for the glory of God, and (4) the reaching of the nations.

**REPORTING RELATIONSHIP:** Reports to the Senior Pastor or his representative. Works closely with the Church Staff and the Music Advisory Team.

**PERSONNEL SUPERVISED:** Tech Ministry Associate, Music Ministry Accompanist, Music Ministry Administrative Assistant (shared position/supervision), other positions as assigned

**EDUCATION AND EXPERIENCE:** An undergraduate degree, preferably with a music major or minor, is required. Prior experience leading a music/worship ministry is also required. Seminary or theological training is preferred.

**SPECIAL REQUIREMENTS:**

- Demonstrates an ability to lead congregational worship and musical groups.
- Demonstrates Christian maturity and character as outlined in 1 Timothy 3:1-7 and Titus 1:5-9.
- Can articulate a vision for music ministry that demonstrates creativity and administrative/organizational abilities.
- Demonstrates an ability to work well with staff, members, and paid contractors.
- Demonstrates skills in creating, coordinating, and promoting significant events.
- Demonstrates skills in effective verbal and written communication.
- Must pass a criminal background check in accordance with Kindergarten & Childcare Center requirements.
- Pass a criminal background check.

**ESSENTIAL JOB FUNCTIONS:**

- Sunday and Wednesday Responsibilities:
  - Plan and lead the Sunday worship service(s) each week, following Scripture references and admonishments, including any required rehearsals or sound checks. The Music Policy of FBC Camden highlights some key Scriptures.

- Perform other duties related to Sunday services as assigned by the Pastor or his representative.
- Plan and lead the weekly Sanctuary Choir and Orchestra rehearsal.
- Other Rehearsals (Times as arranged):
  - Rehearse with the Music Ministry Accompanist to review new music and Sunday worship sets (learning new music, transitions, etc.)
  - Rehearse with other vocalists and instrumentalists as needed.
  - Plan personal rehearsal time as needed to perform the duties required for the position.
- Special Music Projects: Plan and execute all special music projects (i.e., Christmas Presentation, concerts, mission trips).
- Weddings and Funerals:
  - Approve Music for weddings per the Wedding Policy. Wedding music shall be supplied as an individual contract between the wedding party and the individual musicians, including all expectations and remuneration. The church is not responsible for providing music for weddings.
  - Funerals-Assist in planning and preparing music, service orders, and technical needs as requested by the family, the Pastor, or his representative.
- Other Assignments:
  - Enlist and train the leadership needed for the music ministry and the technical ministry.
  - Work with the Director of Communications to prepare articles, news releases, and promotional materials to communicate program plans, projects, activities, and events.
  - Oversee and support the music and worship activities for all ages of the church, including recruiting leadership for the Children's Choir and other musical groups. Provide names to the Nominating Committee as needed.
  - Provide personal ministry and counsel to the members of the music ministry, the technical ministry, and other church members as needed and/or as assigned.
  - Supervise the day-to-day operations of church personnel/facilities as assigned by the Pastor or his representative.
  - Oversee the music (library), space, equipment, and finances for the music and technical ministries, including preparing the annual budget.
  - Attend and actively participate in any meetings within the church or outside of the church that is required, necessary, or beneficial to represent the needs of the music and technical ministries and to contribute to leading the overall ministry of the church (i.e., Staff Meetings, Church Council, Church Conference, Ministry Teams, Kershaw Association/SCBC/SBC related meetings and events).
  - Work with the Pastor and the Personnel Committee to create and hire additional ministry positions as needed in the music and technical ministries.
  - Regularly create and evaluate goals for the music ministry and the technical ministry. Be prepared to share these goals and their progress with the Pastor as requested.

- Stay abreast of current developments, methods, and materials related to the music and technical ministries while demonstrating a desire to grow professionally and spiritually.
- General Ministry
  - Regularly engage in personal bible study and prayer for spiritual growth and development.
  - Provide personal ministry, counsel, and Gospel presentations to church members, church prospects, or others as needed and/or as assigned.
  - Perform other duties as assigned by the Pastor or his representative.