

FIRSTCHURCH, INC.

LEADERSHIP POSITION DESCRIPTION

Position Title: Minister of Music
Reports To: Minister of Worship
Date Prepared/Revised:

Principle Function

The Minister of Music is responsible for assisting the church in planning, conducting, and evaluating a comprehensive Music Ministry.

Specific List of Responsibilities

- Direct the planning, coordination, operation, and evaluation of a comprehensive Music Ministry.
- Coordinate the church Music Ministry with the calendar and emphases of the church.
- Work with the Music Ministry Team in determining music ministry goals, organization, leadership, facilities, finances and administrative process.
- Assist the Minister of Worship in planning congregational services of the church and be responsible for the selection of the music.
- Be aware of weddings and funerals to be held in the church, be available for counsel and arrange and provide music for special projects, ministries, and other church-related activities in cooperation with appropriate individuals or groups.
- Direct music groups and congregational singing.
- Be responsible for enlisting and training leaders for the Music Ministry.
- Supervise the work of all music leaders in the Music Ministry.
- Work in cooperation with the appropriate persons in selecting, enlisting, training, and counseling with song leaders, accompanists, and other musicians who serve in church program organizations.
- Coordinate the performance schedules of music groups and individuals in the functions of the church.

- Give direction to a Music Ministry plan of visitation and enlistment.
- Supervise maintenance of and additions to music library and equipment; provide music materials, supplies, instruments, and other music equipment for use in the church's program.
- Keep informed on current music methods, materials, promotion and administration, utilizing them where appropriate.
- Coordinate the training and use of instrumentalists and vocalists in groups or as individuals.
- In consultation with the Music Ministry Team prepare an annual budget to be recommended to the Budget Planning Committee.
- Other general responsibilities:
 - a. Cooperate with the Senior Minister, Council of Elders and other staff members in promoting the entire ministry plan of FirstChurch.
 - b. Be available for counseling of church and nonchurch members as needs arise.
 - c. Assist Nominating Committee in recruiting and enlisting needed workers for all ministry areas.
 - d. Utilize the services of the secretarial and facilities staff, which are consistent with their Position Descriptions.
 - e. Supply articles on a periodical basis for use in FirstChurch publications relating to your responsible area of ministry.
 - f. Give full support to the Unified General Operating Budget of FirstChurch and avoid soliciting or expending funds not previously authorized.
 - g. Serve as an effective staff liaison to assigned Ministry Teams and/or Standing Committees.
 - h. Adhere to church approved guidelines as set forth in FirstChurch's Bylaws and Policies and Procedures Manual.
- Basic personal responsibilities:
 - a. Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer and meditation.

- b. Maintain proper priorities in your home and be a spiritual leader to your spouse and children, if married.
 - c. Develop personal evangelism opportunities within and outside the church.
 - d. Financially support the work of ministries of FirstChurch by faithfully giving at least 10% of your gross income. Maintain wise stewardship measures over the remaining 90%.
- Perform other duties as assigned by the Minister of Worship.