

MILLBROOK BAPTIST CHURCH

Minister of Music

Job Description

Vision and Mission

At Millbrook, we believe that music programs are central to the life of the Church. Worship is experienced and expressed through music. We seek to provide a music program that elicits joy, praise and awe at the wonders of God and His grace and love for us. We believe that music should be part of every program and aspect of church life for children, youth, and adults. Special music programs offer opportunities for some to perform and others to enjoy attending, but the essence is worship and praise.

Objectives

The major areas of responsibility or objectives for this position are:

- Developing and guiding the implementation of a comprehensive music program that complements the mission of Millbrook Baptist Church,
- Directing the chancel choir, hand bell ringers and groups that include children, youth and others,
- Providing organ, piano, and other instrumental accompaniments for worship, and
- Offering pastoral care to all members who are active participants in the music programs of the church and to others as appropriate to this position.

Role

The person in this position is a member of the Ministerial Team at Millbrook which is led by the Senior Minister. The Ministerial Team is composed of professionals who are expected to collaborate and plan together with the needs of all members and programs in mind and to ensure mutually supportive outcomes. All staff work under the direct supervision of the Senior Minister. All ministers are also expected to:

- read and follow policies in the most current MBC Personnel Manual,
- support the plan of organization adopted by Millbrook Baptist Church and its defined system of communication,
- assist, lead, and preach in worship as requested by the Senior Minister, and
- participate in weekly staff meetings and in monthly meetings of the Diaconate and Forums as needed.

Responsibilities

- To work with the Senior Minister, the Ministerial Team and appropriate Church Committees to provide a program of music training, education and expression by:
 - ✓ assisting in planning all worship services and other special services of the church,
 - ✓ coordinating the church music calendar of rehearsals, performances, training and other special events of the church,
 - ✓ leading music training and education activities for church members at large as often as possible, and
 - ✓ continuing professional development and renewal by participating in workshops or conference opportunities as appropriate.

- To work with the Chancel Choir and other groups to provide music for all worship services by:
 - ✓ directing the choir for Sunday worship or coordinating others who may direct the choir,
 - ✓ addressing the needs and interests of young and older members with varying talents and levels of skill,
 - ✓ encouraging and assisting individual church members in identifying, developing and applying their musical talents to various programs and needs within the church,
 - ✓ seeking input and ideas from the congregation to encourage their participation in singing and other music activities, and
 - ✓ selecting and procuring appropriate materials for music programs.
- To ensure that instrumental accompaniment is provided for all worship services by:
 - ✓ providing instrumental accompaniment as the skills and talents of the person in this position dictate,
 - ✓ assisting in the hiring, supervision, and evaluation of other musicians to provide accompaniments for worship services,
 - ✓ engaging church members as volunteers to provide accompaniments to worship, and
 - ✓ ensuring the care and maintenance of the organ, pianos, and other musical instruments.
- To offer pastoral care to members of the choir and others as appropriate by:
 - ✓ working with the Senior Minister and ministerial team to respond to the pastoral needs of choir members and others who share their musical talents with the church,
 - ✓ participating and helping to plan for weddings, funerals, ordinations and other special services,
 - ✓ befriending all who wish to participate in music ministries with a genuine spirit of love and acceptance regardless of their level of talent or skill.

Position Qualifications

- Minimal academic preparation will include an undergraduate music degree from a regionally accredited college/university. Seminary training and graduate studies in church music will be highly desirable.
- Excellent communication, organizational and interpersonal skills.
- Training and proficiency in the use of word processing, presentational and e-mail/text transfer personal computer software.
- High moral, ethical, and professional character in support of the ministries and outreach of Millbrook Baptist Church.
- Ability to work under the supervision of the Senior Minister with annual performance evaluations.

Position Details

- Staff Category: Ministerial Staff – Part Time (Minister if ordained/Director if not ordained)
- Supervisor: Senior Minister in collaboration with Personnel Committee
- Employment Category: Exempt (salaried, not covered by the Fair Labor Standards Act)