

Music Minister Job Description

The Minister of Music will organize and lead the Music Ministry of the church and assist the Pastor during worship services.

Ministry Area/Department	Music Ministry of Clarkson Baptist
Position	Music Minister
Accountable To	Pastor, Personnel Committee, and Church
Ministry Target	Congregation and Community
Position Is	12 hours/week
Vacation	Vacation can be taken without pay with a maximum of 4 Sundays off a year with prior approval from the pastor.
Mileage Reimbursement	If live outside of Grayson Co., mileage will be determined by round trip from home to church based on current KY State mileage when the annual church budget was submitted.
Position May Be Filled By	Baptized believer who acknowledges a call from God to do music ministry as a member of CBC.
Talents or Abilities Desired	Lead the congregation in worship through music.
Musical Ability	Read music, good vocals, and instrumental skill preferred.
Passion For	Leading people to worship God through music.
Length of Commitment	Indefinite

Anticipated Time Commitments

1. 12 hours per week with additional hours during special events.

Responsibilities and Duties

1. Serve in accordance with Church Covenant, Constitution and By-laws.
2. Strive to consistently participate in Corporate Worship at Clarkson Baptist.
3. Oversee the entire music ministry of the church.
4. Select, coordinate, and lead congregational songs with sermon topics and season themes as the Lord leads.
5. Schedule and direct regular and special rehearsals.
6. Manage and oversee the sound, technology, and video booth for worship services.
7. After selecting worship songs, input them into planning software, notify praise team, and secretary by Monday of the week leading up to Sunday.

8. Input songs into media program on church computer in advance for Sunday worship service.
9. Work with Music Ministry Committee at least once a month.
10. Approve music for special groups and solos.
11. Plan and direct seasonal specials (Christmas, Easter, VBS, and etc.) well in advance.
12. Oversee budget and expenditures for the Music Ministry.
13. Recruit new members for the music ministry.
14. Arrange for special music during regular services at least once a month if possible (adult choir, special music groups, soloists, youth and/or children's choirs).
15. Maintain musical instruments and arrange for tuning and upkeep.
16. Responsible to work with all musicians.
17. Participate in all staff meetings.
18. Organize, maintain, and update the music library.

Submitted for approval on 12/11/22 Business Meeting
by Personnel Committee & Music Minister Search Committee.