

# Minister of Music

## ***Principal Function:***

The Minister of Music is responsible to the [Senior] Pastor for assisting the Church in planning, conducting, and evaluating a comprehensive music ministry.

## ***Responsibilities:***

1. Direct the planning, coordination, operation, and evaluation of a comprehensive music ministry.
2. Coordinate the Church music ministry with the calendar and emphases of the Church.
3. Work with the worship committee/team in determining music ministry goals, organization, leadership, facilities, finances and administration process for the music ministry.
4. Assist the [Senior] Pastor in planning congregational services of the Church; be responsible for the selection of the music.
5. Counsel families for weddings and funerals to be held in the Church. Arrange and provide music when requested. Arrange and provide music for special projects, ministries, and other church-related activities in cooperation with appropriate individuals or groups.
6. Direct music groups and congregational singing or arrange for someone else to do so.
7. Direct the enlisting and training of leaders for the Church music ministry in cooperation with the Church Nominating Committee.
8. Supervise the work of all music leaders in the music ministry.
9. Work in cooperation with the appropriate persons including the Nominating Committee in selecting, enlisting, training, and counseling with song leaders, accompanists, and other musicians who serve in church ministry organizations.
10. Coordinate the performance schedule of music groups and individuals in the functions of the Church.
11. Give direction to a music ministry plan of outreach and enlistment.
12. Supervise maintenance of and additions to the music library and equipment; provide musical materials, supplies, instruments, and other music equipment for use in the Church's ministry.
13. Keep informed on current music methods, materials, promotion and administration, utilizing them where appropriate.
14. Coordinate the training and use of instrumentalists and vocalist in groups or as individuals.
15. Prepare an annual budget to be recommended to the Stewardship Committee.

16. Perform other duties as assigned by the [Senior] Pastor.