Sample Job Description\*

**MINISTER OF MUSIC**

*Principal Function*: The minister of music is responsible to the church, supervised by the pastor, for the development and promotion of the music program of the church.

**Responsibilities**

* Direct the planning, organizing, conducting, and evaluating of a comprehensive music program including choirs, vocal and/or instrumental ensembles.
* Supervise the work of assigned paid staff workers.
* Cooperate with the church process to enlist and train leaders for the church music ministry, including graded choir workers, song leaders, and accompanists for the church education organizations.
* Lead in planning and promoting a graded choir program; direct and coordinate the work of lay choir directors; direct adult, youth, and other choirs as needed.
* Serve as a member of the church council or coordinating group; coordinate the music program with the organizational calendar and emphasis of the church.
* Assist the pastor in planning all services of worship.
* Arrange and provide music for weddings, funerals, special projects, ministries, and other church-related activities upon request.
* Plan, organize, and promote choir tours, mission trips, camps, festivals, workshops, clinics, and programs for the various choirs.
* Supervise the maintenance of the music library, materials, supplies, musical instruments, and other equipment.
* Keep informed on music methods, materials, promotion, and administration.
* Prepare an estimated annual budget and administer the approved budget.
* Cooperate with denominational leaders in promoting activities of mutual interest.
* Perform other duties as assigned by the pastor.

*\*Church Administration Handbook, Third Edition, Revised and Updated; Bruce P. Powers, Editor; Chapter 5, Personnel Administration, William G. Caldwell; B&H Academic, Nashville, TN, 2008.*