



Minister of Music & Organist Job Description

Principal Function:

The Minister of Music & Organist is tasked with promoting a music ministry that inspires congregational worship and fellowship, engages all age levels in a variety of musical experiences/education, and is characterized by a faithful balance of striving for excellence while modeling Christ-life inclusivity.

Responsibilities:

A. Plan, organize, and lead the ministry of music.

1. Plan, coordinate and evaluate a comprehensive music program inclusive of all age groups throughout the church.
2. Work in consultation with the Senior Pastor to plan Sunday worship and other seasonal services (Maundy Thursday, Ash Wednesday, Children-Led Worship, etc.) to ensure a cohesive worship experience.
3. Lead and direct congregational music in Sunday and seasonal worship services.
4. Lead and direct the Chancel Choir in Sunday and seasonal worship services, which includes repertoire selection, regular rehearsal, recruitment, and spiritual nurture.
5. Supervise the church's preschool through Grade 12 music program for children and youth, including handbells and choirs.

6. Recruit, train, and supervise leaders of programs and/or volunteers to assist and/or provide instrumental accompaniment for children, youth, and adult music programs.
7. Organize and supervise a comprehensive instrumental music program, including but not limited to handbells, optional seasonal orchestra or instrumental ensembles, etc.
8. Ensure that the children's and youth choirs and instrumental groups participate on a regular basis in worship and special services.
9. Encourage and recruit members of the congregation of all ages to offer their musical talents to the church, individually and/or organized music groups.
10. Seek opportunities for church music groups to perform in the community, including church planned outreach or service programs and activities of local communities or organizations.
11. Supervise the music ministry administrative support staff.
12. Serve as a resource for church members on music for weddings, funerals, memorial services, and special recognitions.
13. Participate in additional general ministerial duties as required, including but not limited to congregational care, hospital visits, etc.
14. Perform other duties as determined in conversation with the Senior Pastor.

B. Administer the Music Ministry Program

1. Prepare and recommend an annual music ministry budget to the Budget and Finance Committee.
2. Manage the music ministry budget as approved and submit required reports, estimates, and requests according to relevant church policies and by specified deadlines.
3. Select and purchase all needed music, equipment, and supplies according to the music budget and relevant church policies.

4. Supervise the use and maintenance of music equipment and supplies, such as the music library, musical instruments, choir robes, hymnals, organ repairs, etc.
5. Act as an advocate for all music activities, projects, and programs in conversation with other church organizations/committees to promote wider congregational engagement.
6. Serve as ex-officio member of the Music Committee and any other relevant committees of the church, to be determined in conversation with the Senior Pastor.