



MOUNT SINAI

MISSIONARY BAPTIST CHURCH

Minister of Music - Job Description

Reports To: Senior Pastor

JOB PURPOSE

The Minister of Music at Mt. Sinai Missionary Baptist Church is responsible for the development and promotion of the Music Ministry. The Minister of Music provides traditional as well as contemporary music for Sunday worship services, funerals, meetings, programs, occasional worship services, and other services as directed by the Senior Pastor.

DUTIES & RESPONSIBILITIES

- Overall responsibility to develop and lead all the entities of the music ministry including but not limited to the band, Mass Choir, Male Chorus, Young Adult Choir, and Youth Choir.
- A high regard for timeliness and excellence
- Prepare for and conduct weekly or regularly scheduled choir and musician rehearsals
- Communicate details and weekly expectations for the choir, worship leaders and musicians in a timely fashion
- Communicate weekly with the sound and media teams (when applicable).
- Coordinate external engagement opportunities with choir and other churches (local and out-of-town).
- Seek out and encourage growth and participation from the congregation in the music ministry.
- Ensure that all choir members and musicians gather together for prayer every Sunday or at any special service at least 30 minutes prior and are in place to begin service 15 minutes prior to service start time.
- Invest in and mentor musical and leadership gifts for music staff members.
- Encourage educational opportunities and workshops for musicians and choir.
- Help usher the congregation into worship with confidence and humility.
- Plan worship and choir music in accordance with liturgical calendar, unique events, and sermons (when requested).
- Provide a musical variety ranging from traditional to contemporary in order to reach all age groups within the congregation.
- Provide insight and assistance to coordinate flow of worship services. Ensure that there are minimal pauses within the worship services to maintain the flow of worship.
- Oversee and orchestrate special musical events to include but not limited to Easter, Christmas, etc. in an excellent manner in coordination with other ministries involved

- Plan to meet with the Senior Pastor quarterly and attends monthly staff meetings
- Participate in monthly worship planning meetings with music staff
- Provide musical leadership for Mt. Sinai funerals and other special services as requested.
- Promote excitement and enthusiasm among Music Ministry members concerning the worship service
- Host two workshops each year that promote biblical teaching concerning the Music Ministry in the church and that teach techniques to enhance the vocality, blend, and musicality of music ministry members.
- Regularly teaches the choirs new songs – giving them ample time to learn them and be familiar for an excellent presentation.
- Schedule and oversee music staff and participate in their hiring and performance evaluations (with the Senior Pastor and/or Chairman of the Diaconate).
- Manage and schedule maintenance of musical instruments in a timely fashion.
- Communicates absences at least two weeks in advance (when possible) and ensures an adequate replacement to maintain the continuity and flow of the service. This also includes funerals and other services.
- Support the mission and vision of the church through excellence in music ministry.
- Provides a typed annual budget for the Music Ministry to be considered for the church annual budget.
- Plan and encourage participation in quarterly fellowships among the Music Ministry to promote unity among the ministry in its entirety.
- Coordinate choir and musicians to support the Senior Pastor when requested on preaching engagements
- Knowledge of standard audio/video technology is a plus!
- Other duties as assigned

QUALIFICATIONS

- Proven experience in music ministry or a related field is required.
- Strong leadership skills with the ability to inspire and motivate others.
- Excellent written and verbal communication skills to effectively convey ideas and instructions
- Proficiency in playing at least piano and/or organ is REQUIRED.
- A deep understanding of various musical styles and their application within a worship setting.
- Ability to work collaboratively with diverse people while maintaining a positive attitude.
- A growing, committed relationship with Jesus Christ that is evident by a strong prayer life, a life of worship, and a lifestyle of honor and obedience to God's word.
- A teachable, humble spirit, with a prepared and eager heart to serve.
- A sincere conviction that God has planted the Minister of Music at the Mt. Sinai Missionary Baptist Church, and a strong commitment to actively support the vision and direction of our church and this specific ministry.
- An evident calling, quality training, and sincere passion to minister to the church through Spirit-led worship.

Compensation is commensurate with experience and will be discussed with final candidates. To apply please submit your cover letter and resume to admin@mtsinaimobile.com