

Macland Baptist Church  
3732 Macland road  
Powder Springs, Georgia 30127  
770-943-5511

## **MUSIC DIRECTOR**

### **PRINCIPAL FUNCTIONS:**

The Music Director will report directly to the Pastor for planning, coordinating, directing and evaluating the music ministry of Macland Baptist Church.

### **QUALIFICATIONS:**

1. The Music Director should be called by God to serve as a Music Director.
2. He should have either a degree in music from a college and/or seminary, or he should have at least five years of experience directing the music ministry of a local church.
3. He should possess the administrative and organizational skills necessary to direct a varied music ministry in a large church.
4. He should have a love for serving God through the music ministry of a local church.
5. He should have a love for ministering to and caring for people.
6. He should share a common vision with the Pastor in regard to church growth, and the overall direction of the church.

### **RESPONSIBILITIES:**

- A. Plan, coordinate, direct and evaluate the music ministry of Macland Baptist Church: including choirs, orchestra, Orchestra Director, vocal, and/or instrumental ensembles, and all instrumentalists.
- B. In consultation with the pastor, plan and direct the worship services of Macland Baptist Church.
- C. Give direction to the instrumentalists who will be involved in the worship services of the church. Coordinate with the Orchestra Director the instrumental selections to be used during the services.
- D. Coordinate with the Pastor, Orchestra Director, Drama Director and all other appropriate parties the planning and production of all special event, singings or drama presentations, i.e. Christmas Cantada, Easter presentations, Thanksgiving, VBS and all other special worship service events.
- E. Prepare the adult choir to lead out in worship; direct the choir in regular practice times and in their presentations during the worship services.
- F. Organize and give direction to a graded choir program. Provide opportunities for children and youth to mature/grow using their musical talents for the glory of God

- G. Enlist leaders for the church music ministry including graded choir workers, song leaders and accompanists. Direct and coordinate the work of the lay choir directors; personally direct adult, youth and other choirs as needed.
- H. Work with soloists and ensembles to help members grow in their musical ability and be able to lead out in worship experiences.
- I. Direct and coordinate the work of the lay choir directors; personally direct youth, and other choirs as needed.
- J. Arrange and provide, as needed, music for weddings, funerals, special projects, ministries, and other church-related activities.
- K. Provide opportunities for choir members; adult, youth and children to attend special music camps and performances.
- L. Maintain a music library and other materials, supplies, musical instruments, and equipment as needed.
- M. Keep informed of music methods, materials, programs, and promotions.
- N. Prepare an annual music budget for approval; administer the approved budget.
- O. Assist the Nominating Committee in the selection of Sound Committee members. Supervise any paid sound or music personnel.
- P. Monitor the use and maintenance of the sound equipment.
- Q. Coordinate with the church secretary to insure that all choir/music related events are properly promoted in the church bulletin and by other means as deemed appropriate.
- R. Attend and lead out in Sunday morning, Sunday evening, and Wednesday evening worship services. Direct choir rehearsals on Wednesday evening.
- S. Oversee the maintenance and upkeep of all music equipment and instruments. See that song books are maintained and replaced as needed.

**STAFF TEAM WORK:**

- A. Keep a mutually supportive, communicative relationship with all other staff members.
- B. Share with the staff in pastoral care, nurture, hospital visits, counsel, weddings, funerals, etc.
- C. Attend and participate in staff meetings and planning session.
- D. Maintain a consistent personal witness. Participate in church visitation and soul-winning programs.

**RELATED INFORMATION AND RESPONSIBILITIES:**

- A. This position is considered a full time position.
- B. The initial salary will be \_\_\_\_\_ for the year.
- C. A minimum of six hours per day (Monday through Thursday) will be served as office hours. During these times the Music Director will be available for consultation with other ministerial staff, working with office personnel and for meetings with church members.