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Music Pastor Job Description

Position Description

The Associate Pastor of Music (aka Music Pastor) at Calvary Baptist Church is primarily responsible for growing and developing the music ministry in a way that enhances the worship of God and ministry of the church as a whole. This will be done in support of and cooperation with the other ministries of the church and in agreement with the church's mission statement and core values.

General Ministry Qualifications

The character and effectiveness of Calvary Baptist Church is directly related to the quality of its leadership. That is why Scripture stresses the importance of qualified church leadership and delineates specific standards for evaluating those who would serve in that sacred position. Numerous passages in the New Testament indicate that the words "elder", "overseer", and "pastor" all refer to the same office. At Calvary Baptist Church, we use the term "pastor" to describe this office. At Calvary Baptist Church the office of pastor is limited to men. The qualifications for pastors are found in 1 Timothy 3:2-7 and Titus 1:6-9. According to these passages, a pastor must be above reproach, the husband of one wife, sober-minded, self-controlled, respectable, hospitable, able to teach, not a drunkard, not violent, gentle, not quarrelsome, not a lover of money, a good manager of his household, one who has his children under control with dignity, not a recent convert, one who is well thought of by those outside the church, not arrogant or quick-tempered, not greedy for gain, a lover of good, upright, holy and disciplined. He must hold firm to the trustworthy word as taught, so that he may be able to give instruction in sound doctrine and also to rebuke those who contradict it.

The single, overarching qualification of which the rest are supportive is that he is to be "above reproach." That is, he must be a leader who cannot be accused of anything sinful because he has a sustained reputation for blamelessness. A pastor is to be above reproach in his marital life, his social life, his business life, and his spiritual life. In this way, he is to be a model of godliness so he can legitimately call the congregation to follow his example (Phil. 3:17). In addition to these ministry qualifications, all of our pastors must abide by the church membership eligibility guidelines and responsibilities as outlined by Article III of the Calvary Baptist Church Constitution, Policy Number 2.d on Church Membership, and sign the Calvary Baptist Church Leadership Questionnaire.

Specific Ministry Qualifications

1. Calvary Baptist Church's Music Pastor must have a growing relationship with Jesus Christ that is based on a commitment to daily time in prayer and the study of God's Word.

2. He should be a pastor first, then a musician.
3. He must have or must pursue a Bible college degree (an emphasis in Music is preferred but not required).
4. He must be able to demonstrate prior experience in directing music.
5. While skill in instrumental music is highly desirable, a proficiency in voice and diction is required. Familiarity in hand bells is desirable, but not required.
6. He must have the ability to read music.
7. He must be skilled in choir training and the selection of appropriate music.
8. He must demonstrate the ability to plan and administer music programs.
9. He must work well with the church staff, leadership, and volunteers in the music ministry.
10. He must be capable of recruiting, training, and supporting any coordinators, leaders and volunteers in the music ministry.
11. He must display personal openness, integrity, humility, and honesty in his interpersonal relationships.
12. He must be flexible, friendly, and approachable.
13. He must deal with conflict directly, openly, honestly and graciously.
14. He must be able to communicate and establish effective working relationships with many different people with different types of personalities.
15. He must be able to maintain and be accountable to a budget.

General Ministry Duties

The primary responsibility of our pastors is to lead the members of this church to become lifetime followers of Jesus Christ. That involves a number of general ministry duties, including but not limited to: Biblical instruction (including public and personal preaching, teaching, exhortation encouragement, counseling, reproof and rebuke), prayer, providing shepherding care for all the flock, outreach and administrative leadership that organizes and equips the saints to do the work as co-laborers with him.

Specific Ministry Duties

The Music Pastor's responsibilities include but are not limited to the following:

1. Direct music for worship services at Calvary Baptist Church.
2. Coordinate the scheduling of special music.
3. Direct the adult choir (including weekly rehearsals and Sunday morning worship services).
4. Oversee worship practices and maintain appropriate staffing of the associated ministries.
5. Coordinate seasonal musical programs at Easter and Christmas.
6. Purchase of music, supplies, equipment, and supervising their maintenance with a prescribed budget.
 - a. Coordinate purchasing and use of all church music.
 - b. Coordinate the purchase, maintenance, repair and tuning of all church musical instruments.
 - c. Obtain all necessary music copyright clearances, coordinated with the Media and Communications Director.
7. Coordinate and lead "orchestra" rehearsals for the AM service.

8. Administrate and provide adequate sheet music for instrumental accompaniment for congregational singing.
9. Maintain and organize digital and printed files of music for use in the ministry.
10. Produce the order of service for each worship service by coordinating and attending regular worship planning meetings.
11. Coordinate music philosophy training.
12. Plan, develop, and work within the church-approved budget.
 - a. Develop and submit a detailed ministry budget to the Budget Committee.
 - b. Manage the music ministry within the approved budget.
13. Notify and provide choir members with resources or opportunities for musical growth and outside choir music preparation (e.g. maintaining access for choir members to demo recordings for at home practice).
14. Participate in and encourage music outreach to the community.
15. Oversee the staffing of volunteers to direct the children's choir, Middle School choir, and handbell choir.
16. Relate music to the ministry and published music philosophy of Calvary Baptist Church.
17. Encourage high standards of musical excellence and spiritual commitment in participants.
18. Be ready and available to assist with funerals (e.g. providing special music, coordinating accompaniment, leading congregational songs).
19. Act as Chairman of the Music Committee (when applicable).

Shared Areas of Ministry Responsibility

1. Attend regular staff and board meetings as scheduled.
2. Attends all regular and special business meetings called for the church.
3. Assist the other pastors with hospital and new member visitation.
4. Assist the Senior Pastor with any other duties or responsibilities as assigned.

Working Relationships to Staff

Calvary Baptist Church's Music Pastor is a member of the Pastoral Staff. He ministers under the direction of the Senior Pastor, while accountable to the Board of Deacons and the Board of Trustees. He oversees the church pianist and other musical staff, including interns and volunteers. He is subject to annual performance evaluations used to assess the adequacy of his compensation and any other employment matters.

Compensation

Salary: To be determined.

Benefits (for full-time employees only):

- Church paid medical insurance and allowance for non-covered medical expenses
- Allowance for retirement savings accounts
- Paid vacation leave, sick leave, and holidays
- Mileage reimbursement for official church business while on duty
- Paid annual continuing education opportunities