

Minister of Worship & Music  
Job Description  
Myrtle Grove Baptist Church  
Revised: September 2021

The Minister of Worship and Music develops the total ministries of worship, music, drama and visual arts and incorporates them into sacred worship music that is biblically and doctrinally compliant. He leads the congregation into the presence of God to give God all honor and glory to Jesus Christ.

The ministry ultimately helps the church to obey God's greatest commandment and to obey God's directive of how we must worship Him. "You shall love the Lord your God with all your heart and with all your soul and with all your might." Deuteronomy 6:5 (ESV). "But the hour is coming and is now here, when the true worshipers will worship the Father in spirit and in truth, for the Father is seeking such people to worship Him." John 4:23 (ESV).

Qualifications: The Minister of Worship and Music shall

1. have a history of music leadership;
2. have a college degree (seminary or graduate study is preferred);
3. be a born-again, Bible-believing Christian of sound doctrine, who affirms the Bible's inerrancy and the Baptist Faith and Message, 2000;
4. be a man fully devoted to God and be committed to expressing that devotion through heart-felt worship consistent with the need for a blended/convergence worship style that is creative, visionary, flexible, and diverse;
5. show evidence of a close relationship with the Lord and a daily commitment to daily Bible reading and prayer;
6. demonstrate Christian growth and maturity and have the spiritual gifts of shepherding, community building, encouragement, faith and humility;
7. be gifted in people management, time management and organization skills. Be a good listener; be motivational; be willing to work as a team member and as a leader with a cooperative spirit;
8. have training and experience in worship planning;
9. have solid music skills, understand music from a variety of genres and generations (praise and worship, traditional hymns, and contemporary arrangements of traditional hymns), and;
10. have the ability to direct, produce, and arrange music as needed.

Relationships: The Minister of Worship and Music

1. is responsible to the Senior Pastor for functional duties and is willing to work under the pastor's leadership;
2. works with the Music Ministry Team as his primary support group to assist and support him with planning and the operational aspects of the ministry.
3. works with the Senior Pastor, staff, Music Ministry Team, and the Church Ministry Team, and the Church Leadership Team in planning short and long-range events for the church calendar;
4. work well with other staff members as a team to fulfill the mission and goals of the church, as well as relating well with the congregation and the public;

5. adhere to applicable policies and procedures governed by the MGBC Constitution, By-Laws, and all policies and procedures manuals, and;
6. has an annual performance review or exit interview conducted by the Senior Pastor and forwarded to the Personnel Committee for review.

As an ordained minister, he is authorized to conduct worship services, perform ministerial functions, and administer ordinances.

The duties of the Minister of Worship and Music may require revision from time to time and can be done in consultation with the Senior Pastor, the Music Team, and the Personnel Committee. All changes shall be approved by the church. This does not include planning of worship services or special events.

Specific Duties Include:

The Minister of Worship and Music shall

1. oversee and provide music and drama resources for worship services, funerals, special events, and weddings as needed;
2. plan church services in consultation with the Senior Pastor and/or with pastors/ministers filling the pulpit when the Senior Pastor is out of the pulpit;
3. plan, organize, and develop worship, music, drama, and visual arts in light of changing resources and diverse committee needs;
4. work with the audio-visual team;
5. supervise all paid musicians and volunteers in worship, music, drama, and visual arts;
6. personally direct worship, music, and drama and provide leadership for these responsibilities as needed;
7. encourage growth and recruit volunteers for choirs (worship, senior, and children's) for the praise and worship team, for ensembles, for soloists, for drama, and when volunteers are available, for youth and adult instrumental groups and hand-bell ensembles;
8. research and make known and promote music and drama training and promote educational opportunities and workshops for these;
9. plan special and seasonal programs in worship, music, and drama;
10. manage equipment, instruments, and music for worship, music, and drama including management of the music library and copyrights;
11. draft and manage the worship, music, and drama budget.
12. serve as coordinator of the Music Team and guide it in determining and establishing music objectives, requirements, tasks, and programs.
13. Assist other organizational leaders of the church in securing volunteer accompanists for their departments where required.
14. coordinate and direct a music ministry visitation when appropriate,
15. coordinate, promote, and direct choir and/or drama trips, mission trips, retreats, and other programs when approved by the church.
16. serve as a member of the Church Leadership Team, and
17. perform other responsibilities as agreed upon in accordance with the guidelines listed in the relationships section of this position description.