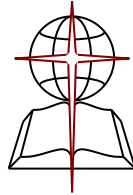


6713 Westfield Road, Westfield, NC 27053

Phone: (336) 351-3311
E-mail: wbc1@surry.net



Westfield
BAPTIST CHURCH

Job Title

Part Time Music Ministry Coordinator

Principal Function

The Music Ministry Coordinator is responsible for the leadership and administrative function for planning, coordination, operation and evaluation of the church music ministry. The main function of this position is to facilitate an atmosphere in which God is worshipped and glorified in all musical performances.

Relationships

The Music Ministry Coordinator shall report directly to the Staff Relations Ministry Team and the Senior Pastor. He/she will also collaborate with the Worship Committee Team and Audio/Visual Team to coordinate music for all services.

Qualifications

Mastery of music arrangement, vocal and instruments

Sings and plays piano to demonstrate musical scales, tones, and rhythm

Must have two-year music degree from accredited college or equivalent experience

Experienced in sight-reading arrangements and ability to understand music theory

Ability to critique performance to identify errors and reinforce correct techniques

Possess excellent leadership, organizational, management and communication skills and patience with members

Believe that God has a purpose for him/her in Music Ministry. He/she must demonstrate a strong faith and commitment to Jesus Christ and be prepared to share his/her faith with the congregation.

Practice and support Southern Baptist beliefs and principles stated in the Baptist Faith and message.

Responsibilities

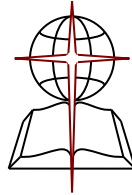
Prepare music weekly for Sunday morning church services, special holiday events such as Christmas, Easter Cantatas and other special services

Conducts group rehearsals and instructs and coaches members in their individual parts, in fundamentals of musicianship, and ensemble performance

We proclaim Him, warning and teaching everyone with all wisdom, so that we may present everyone mature in Christ. – Colossians 1:28

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Guide members of the music ministry learning music that has been prepared on a weekly basis (typically Wednesday evenings). Additional time may need to be dedicated for special event music that may require weekend practice and rehearsal

Coordinate the church music ministry, with the advice of the Worship Committee, in determining church music goals and organization in coordination with the church calendar and special emphasis programs. Coordinate the performance and schedules of music groups, instrumentalists and individuals in the functions of the church

Balance opportunities for Christian music styles such as traditional and contemporary, incorporating all styles of church music into all worship services.

Lead congregation and choir in corporate worship and singing during both Sunday church services and special services such as revivals, concerts, and seasonal programs such as Easter and Christmas.

Develop and coordinate music program for the children and youth

Make current the CCLI

Prepare and administer the Music Ministry budget to be recommended to the Finance Committee

Be aware of weddings and funerals to be held in the church, arrange music for special projects, ministries, and other church related activities in cooperation with appropriate individuals or groups
Supervise maintenance of music materials, supplies, musical instruments, and other equipment in the church.

Coordinate with the audio/visual team and the easy worship program.

Hours, Compensation, and Benefits

The Worship Ministry Coordinator position is a part time salaried position and is eligible to be paid biweekly

Salary will be based on a church approved budget item and updated yearly

This position is eligible for two weeks paid vacation. The coordinator will be responsible for a replacement in their absence.

Any other benefits will be negotiated with the Staff Relations team and Finance Committee approved by the church membership.

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