

**Faith Baptist Church  
2140 Crystal Beach Rd.  
Winter Haven, FL 33880**

**Music Director Job Description**

**Job Title:** Music Director  
**Reports To:** Lead Pastor  
**FLSA Status:** Exempt  
**Department:** Leadership  
**Date:** February 16, 2022

The position of Music Director at Faith Baptist Church requires the employee to perform the following ministerial functions, which are an integral part of his or her employment. These ministerial functions include, but are not limited to, leading and/or participating in staff devotions and/or prayer, sharing the Gospel with visitors or others when called upon to do so during the workday, and the written or verbal communication of biblical teachings. The employee will also be required to live on- and off-duty in accordance with Faith Baptist Church's Covenant and Constitution.

**Summary:** Coordinate, lead, and develop the music ministries of Faith Baptist Church.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Direct the planning, coordination, operation, and evaluation of a comprehensive music ministry.
2. Coordinate the church music ministry calendar, planning aspects of the congregational services of the church, specifically, being responsible for the selection of the music.
3. Direct congregational singing and music groups (be they choirs, specials-either vocals or instrumentals, instrumental ensembles, or music teams) providing multiple styles and opportunities for a variety of ages.
4. Assist with the music needs of weddings and funerals to be held in the church, be available to help arrange and provide music for special projects, events, ministries and other church-related activities.
5. Be responsible for enlisting and training leaders and volunteers within the music ministry (and supervise the work of all volunteers and staff within the music ministry).
6. Coordinate the rehearsal times and performance schedules of all music groups and individuals in the functions of the church.
7. Supervise the maintenance of and additions to the music library and equipment; providing music materials, supplies, instruments, and other equipment for use in the church's program.

8. In consultation with the Finance Committee Chairperson and the Lead Pastor, prepare an annual budget to be recommended to the Finance Committee (in October). Oversee all aspects of the music budget.
9. Perform all other duties as assigned by the Lead Pastor.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Spiritual Life:**

Exhibits a personal and growing relationship with God, a teachable spirit, and healthy relationships. Possesses a personal spiritual life congruent with biblical mandates for spiritual leaders (1 Timothy 3:1-7; Titus 1:5-10). Exhibits a love for God's Word and has a passion for discipling others and outreach. Demonstrates godly wisdom in the decision-making process.

2. **Teaching and Leadership Ability:**

Possesses teaching skills with the ability to apply biblical truths. Demonstrates ability to direct and lead large groups (musically) and to train others in leadership and communication skills.

3. **Education/Experience/Skills:**

Possesses a minimum of a Bachelor's Degree in a related field and has experience in leading in music ministry. Ability to lead music while playing an instrument (especially piano or guitar) will be highly beneficial for the work environment.

4. **Language Ability:**

Demonstrates ability to write routine reports and correspondence. Demonstrates ability to musical scores in a variety of keys (transposing, etc.). Demonstrates ability to speak effectively before groups of people (congregation, choir members, etc.).

5. **Math Ability:**

Demonstrates ability to calculate figures and amounts such as discounts, interest, proportions, percentages (for managing the music budget and handling receipts).

6. **Reasoning Ability:**

Demonstrates the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Demonstrates ability to deal with problems involving several concrete variables in standardized situations.

7. **Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Gmail, Google Calendar, Google Docs, and social media platforms (familiarity with ProPresenter is a plus).

8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**9. Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 20 pounds. While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to sit, stand, walk, and reach with hands and arms.

**Benefits:**

**Retirement:** FBC will match up to 3% of the employee's gross salary.

**Health Care:** Eligible employees may enroll in a single, a single plus spouse, a single plus children, or a family contract on the first of the month following their date of hire. FBC pays a portion of the cost of a single contract. If the employee elects dependent coverage, they will be responsible for paying the difference through payroll deductions. Participating staff members are also covered under FBC's medical insurance plan's life insurance and prescription drug programs. Vision care and dental insurance is also available.

**Vacation:** Vacation is calculated according to the employee's anniversary date as follows: After one full anniversary year, the employee shall be entitled to two weeks of paid vacation. After five full anniversary years, and each year thereafter, the employee shall be entitled to three weeks of paid vacation. Vacation cannot be carried over to the following year. Staff members are not paid in lieu of taking the actual time off.