



*First Baptist Church of Butner
200 West D Street
P. O. Box 44
Butner, North Carolina 27509*

Job Description Music Director

Classification: Part-time Salaried, Non-Exempt Position
Reports to: Senior Pastor
Benefits: As specified in the FBC Human Resources Policy and Procedure Manual
Salary Range: \$10,000 - \$15,000 for average of 10 hours per week

Purpose

The position of Music Director is a vital part of our worship. It is intended to lead and direct the overall Music Ministry of the church in partnership with the Senior Pastor and other Worship Team members in order to enhance the worship of Almighty God.

Responsibilities

A. Adult, Children, and Youth Music Ministry

- Select music/anthems, conduct choir rehearsals and training sessions
- Establish music programs consistent with these generational age groupings that are designed to inspire a deeper relationship with Jesus, and include variations of instrumental ensembles, and soloists
- Maintain Music Library, including all media types
- Purchase music in accordance with established procedures and approved budgetary allowance
- Lead and direct all Holiday Special Music Programming such as Easter and Christmas Cantatas, Caroling, or other special occasions
- Enlist volunteers as needed

B. Congregational Music Ministry

- Select music, and direct congregational singing
- Establish a congregational program that will include variations of “congregational hymn, chorus, and praise” songs

C. Special Services

- Music Director will be available upon request to provide funeral music for members of the church, and their families.
- When other meetings hosted by the Church are scheduled, the Music Director, upon request, will ensure music is provided.

Our Mission Statement: We invite all people to join us in worshipping God, growing deeper in knowledge, and understanding through study, in the unity of Christian love through fellowship and visitation; preparing for ministry and mission through discipleship, drawing nearer to God in prayer and praise as we share the love of Jesus Christ with one another and the world.

Duties

- Music Director will be in attendance at all regularly scheduled Church Services, including, but not limited to, Business Sessions, Sunday Morning Worship, Wednesday Evening Services, Revival Services, Special Holiday Services, Vacation Bible School, and any other Services deemed necessary by the Senior Pastor.
- The Music Director will establish and maintain an office schedule in keeping with the Senior Pastor's approval.
- Will attend Staff, Church Council, and related meetings as requested by the Senior Pastor.
- Will attend Conferences, Conventions, Seminars, Associational Meetings, and Training Sessions as requested and approved by the Senior Pastor and/or the Church.
- Will prepare an annual request to the Finance Committee for needs of the Music Ministry, and administer the approved Music Ministry budget according to the procedure in place.
- Will ensure the hymns, choral specials, etc., are included in the weekly Church Bulletin(s).
- Will be encouraged to provide music-related articles for the monthly Church Newsletter.
- Will promote the music program of the church through various media available and appropriate to use.

Skillsets

The Music Director is accountable for maintaining the necessary knowledge and skills required to provide music programming that is in keeping with the desire of the Church.

Education/Experience

B.S. Degree in Music Education or related field is preferred, or two years' experience leading and directing the Music Ministry of a Church of like faith and order. (Our church is aligned with the 1963 Baptist Faith & Message, and with Cooperative Baptist Fellowship).

(Rev – 04/21)