

**Goodwin Memorial Baptist Church (GMBC)**  
**2447 Green Street**  
**Harrisburg, PA 17110**

**JOB DESCRIPTION**

**POSITION TITLE**

Minister of Music

**POSITION OBJECTIVE**

In conjunction with the Pastor or designee, this person is responsible for the planning and implementation of the overall music program of the church.

**DUTIES AND RESPONSIBILITIES**

- Prepare and plan for the music program for worship service on each Sunday of each month.
- Direct the planning, coordination, operation and evaluation of a comprehensive music ministry.
- Prepare and perform all music for rehearsals and services as needed.
- Provide appropriate program/music for funerals, weddings, outside engagements, special activities of the church, including other church-related activities in cooperation with appropriate individuals and ministries.
- Assign adequate coverage for services/activities for which the Minister of Music cannot perform.
- Teach music (i.e. hymns, spirituals, anthems, gospel) that grows and develops choirs with emphasis on teaching the proper decorum, behavior and professionalism while performing.
- Encourage choir members to be present for rehearsals and available to serve at all internal and external musical activities that the choir participates and/or sings;
- Supervise music ministry staff and contactors.
- Maintain regular schedule for choir rehearsals.
- Maintain and distribute musicians/choir's schedules.
- Maintain church's music library, as applicable and as funds permit.
- Provide lessons/classes in voice, piano and organ and other areas of music to the GMBC music ministry.
- Prepare and develop an annual budget for GMBC's music ministry to be submitted to the finance committee.
- Spend appropriate time at GMBC (day, evening, night) to successfully complete the responsibilities assigned.

## **KNOWLEDGE AND SKILLS**

- Must possess keyboard skill and ability to sight read, teach, and play hymns, anthems and contemporary gospel music.
- Must possess basic understanding, knowledge and skills in music.
- Must possess strong interpersonal skills.
- Must possess ability to communicate and provide guidance to music ministry staff, contractors, and choir members.
- Must possess ability to lead and supervise choirs.
- Must possess ability to supervise music ministry staff and contractors.
- Must possess problem solving skills.
- Must possess ability to prepare and administer music budget.
- Must possess organizational skills to accomplish responsibilities assigned.
- Must possess a commitment to biblical Christian principles and teachings both professionally and personally.
- Must possess ability to appropriately select music for traditional and contemporary worship.

## **EDUCATION AND EXPERIENCE**

- B.A. degree in music preferred.
- Advanced degree preferred (i.e., Master of Fine Arts with concentration in music).
- Must have a minimum of three years' experience working in a leadership capacity in a music ministry.

## **REPORTS TO**

Pastor

Final candidates must consent to reference checks, criminal history background checks sex offender registry, child clearance and drug screening test (performed by outside agency for confidentiality). All information obtained as part of this additional reference process will be treated as "Confidential."