

JOB DESCRIPTION: DIRECTOR OF MUSIC / ACCOMPANIST

BEAVER DAM BAPTIST CHURCH

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PRIMARY FUNCTIONS:

The Director of Music/Accompanist shall be responsible to the Pastor for the development and promotion of the music program of the Church and shall provide musical accompaniment for the various functions.

QUALIFICATIONS:

- I. Have the ability to lead and direct the music ministry of the Church.
- II. Ability to play piano and direct a choir; playing organ a plus.
- III. Set a Christ-like example in all professional and private life.
- IV. Have the desire and ability to lead others to a saving knowledge of Christ.

REPORTS TO:

The Director of Music / Accompanist shall report to the Pastor.

RESPONSIBILITIES:

- I. Plan and direct, in cooperation with the Pastor, the music program. It shall be conducive to meaningful Christian worship.
- II. Special services include revivals, the season of Christmas, Easter, and Thanksgiving, and other church related services upon request.
- III. Direct the Adult Choir and a Praise Team. Play for practices and accompany both for all performances.
- IV. Direct congregational singing and play for both worship services each Sunday.
- V. Coordinate special music for both services as needed.
- VI. Be responsible for submitting annually a proposed budget for the music ministry and administering the approved budget.
- VII. Supervise a church music library.
- VIII. Encourage enthusiasm and fellowship by informing the music personnel of retreats, special music, conferences, trips, tours, workshops, etc.
- IX. Write a monthly report on the progress of the choirs and activities taking place to be published in the church newsletter.
- X. Contact new and prospective church members for enlistment in the music program.
- XI. Keep abreast of latest trends in music education.
- XII. Perform other duties as assigned by the Pastor.

TERMS OF EMPLOYMENT:

1. Twelve (12) month year.
2. Weekly range of work shall be between 10 & 15 hours
3. Sunday hours shall be between 8:15 a.m. to 12:15 p.m.
4. Two weeks vacation the first year and three weeks thereafter.