

Book	Poplar Springs Baptist Church Policy Manual
Section	3000 Personnel Policies
Title	Minister of Music Job Description
Number	3410
Authority	Article V Section 1 of the Church By-Laws Personnel Committee Handbook
Adopted	Personnel Committee Handbook adopted September 14, 2014

1. The Minister of Music reports to the Pastor.
2. The Minister of Music shall have the following duties and responsibilities:
  - A. Coordinate the Church Music ministry with the calendar and emphasis of the church.
  - B. Direct the planning, coordination, operation, and evaluation of a comprehensive music ministry and music education program.
  - C. Assist the Pastor and Minister of Youth in planning worship services and is responsible for the selection of music.
  - D. Direct all graded choirs and handbell choirs.
  - E. Coordinate the performance schedules of music groups, instrumentalists, and vocalists.
  - F. Supervise the work of all music leaders in the music ministry.
  - G. Supervise and be a part of the maintenance of and additions to the music library and equipment, including music materials, supplies, and instruments.
  - H. Keep informed of current music methods, materials, promotions, and administration, using them where appropriate.
  - I. Be responsible for enlisting and training leaders for the church music ministry in cooperation with the church Nominating Committee.
  - J. On occasion, be available nights and weekends for music ministry events as well as to work with the Pastor and/or Minister of Youth in making pastoral care visits as needed.
  - K. Serve as staff advisor for church committees as determined by the pastor and Minister of Youth.
  - L. Be aware of and available for weddings and funerals.

- M. Be available to counsel, arrange, and provide music for special projects, ministries, and other church-related activities in cooperation with appropriate individuals or groups.
- N. Prepare an annual budget to be recommended to the Finance Committee.
- O. Comply with all established church policies and procedures, as well as applicable federal and state laws.
- P. If pianist or organist is not available, the Minister of Music will contact a substitute and the church will pay an appropriate rate for this service.
- Q. Perform other duties as assigned.