



JOB TITLE: Worship/Music Leader

DEPARTMENT: Music Ministry

EFFECTIVE DATE: February 16, 2014

FLSA: Salary Non-Exempt

General Description:

Under the authority of the Senior/Lead Pastor assumes responsibility for providing leadership, coordination, and administration of all aspects of a comprehensive, dynamic music and worship ministry.

Principal Duties and Responsibilities:

1. Demonstrate a Christ like attitude in performing all work in order to exalt our Lord and Savior, Jesus Christ. Demonstrate a passion for Christ and His Kingdom, seek to grow in his personal relationship with Christ, and seek to develop godly relationship with fellow Christians while helping them grow in their personal relationships with Christ for the building up of the “Body of Christ!”
2. Actively participate in the Church’s Outreach Program. Share personal faith with others in such a way as to be a Soul Winner.

3. Serve as primary worship/music leader, including but not limited to:
 - In planning and coordinating all worship services including Wednesday Bible Study.
 - Direct/coordinate Adult Choir, special musical productions producer.
 - Provide a written order of worship to the pastor and others who need one each Sunday.
 - Assist in developing Children and Youth Choirs.

4. Manage, oversee, and coordinate all music and media paid and volunteer staff. He, and he alone, is the leader of all groups listed below and any that may be added in the future.
 - Lead and direct the Adult Choir.
 - Lead and organize all soloist, groups, ensembles, and other special singers and or performance personnel.
 - Lead all instrumentalists such as, but limited to, piano, key board, hand bells, etc.
 - Leader of Praise Band.
 - Leader of Praise Singers.
 - Leader of the Audio/Visual media teams.
 - Lead the Congregation in Worship and Praise.
 - Assist with Vacation Bible School Music and Worship.
 - Assist and perform other duties that may be required within reason.

5. Develop comprehensive strategic plan for all areas of music and media ministry including but not limited to recruiting, training, and ministering.

6. Ensure appropriate supervision of instrumentalists and church owned equipment.

7. Oversee coordination and facilities, worship center, choir room, and audio/visual media sound booth and equipment.

8. Develop and administer Worship/Music budget.

9. Be available to assist the Office of the Pastor and/or other departments to help accomplish the vision and purpose of the overall Church.

Knowledge, Skills and Abilities:

1. As far as can be humanly discerned, the employee shall:
 - a. Acknowledge Jesus Christ as his personal Lord and Savior.
 - b. Depend fully on His wisdom, guidance and strength for his daily activities.
 - c. Realize that his performance, dedication and attitude are under the scrutiny of both mature and weak Christians, as well as, unbelievers. He must ensure that his actions reflect honorably on Christ and the Church.
2. Must be called by the Holy Spirit to serve as a Worship Leader, trained to serve in the capacity to which he is called and should be ordained to the Gospel Ministry or working with the pastor to seek ordination. Must have undergraduate or graduate degree from accredited college or seminary.
3. Must have the ability to plan, organize, direct and control the worship/music ministry of a dynamic and growing church. Work is reviewed only from an overall standpoint in terms of feasibility, compatibility, effective and expected results.
4. Must have a working knowledge of budgeting and forecasting.
5. Must have the ability to deal effectively and tactfully with Church personnel, members and the general public.
6. Must be able to submit to the spiritual authority of the Senior Pastor and/or the Executive Pastor.
7. Must be capable of administering church policies and procedures.
8. Must be able to manage stress.
9. Must be capable of supervising multiple support personnel.

Working Conditions:

1. Work includes consistent stress related to growth, changes in environment, financial pressures, etc.
2. Work may include extensive local travel and irregular working hours.
3. Must faithfully and prayerfully seek to find and maintain a proper balance of personal relation with Christ, Family, Church, and present Vocational Employment.
4. Must not now, in the past, nor in the future to do or have done anything that would bring embarrassment or harm the reputation of Unity Baptist Church. The exposure of such knowledge and information could/would be grounds for immediate dismissal.

Approved by:

_____ **Date:** _____

I have read and agree to follow the above job description which outlines the principal duties and responsibilities of the Minister of Music of Unity Baptist Church, Newnan, GA.

Employee Signature:

_____ **Date:** _____