

Job Description – Minister of Music

The Minister of Music is responsible for overseeing all music programs at the St. Albans Baptist Church of St. Albans, New York, Inc. (the “Church”).

Overall, the Minister of Music plays a significant role in creating a meaningful and uplifting worship experience for the congregation. He/she, in conjunction with the Pastor, is responsible for selecting and presenting music that enhances the message of Christ, supports the theology of the Church, and inspires spiritual growth, while promoting congregational and community engagement.

The specific job duties and responsibilities include:

1. Leading worship services:

The Minister of Music will often lead the congregation in singing hymns, songs, and spiritual songs during worship services. Also responsible for selecting the music that will be used during each service.

2. Directing choirs and musicians:

The Minister of Music will oversee all choirs, choruses, praise singers, or musical groups and ensembles within the Church. This includes selecting music, rehearsing with the choirs and musicians, as well as leading music in the services and performances.

3. Collaborating with other church leaders:

The Minister of Music will work closely with the Pastor or other Church leaders to ensure that the music program aligns with the overall mission and values of the Church.

4. Planning special events:

The Minister of Music will help plan and organize special events, such as holiday programs, weddings, funerals, musical performances, or community outreach events.

5. Teaching Music:

Depending on the congregation’s needs, the Minister of Music may also offer music classes or provide private lessons at a reduced rate to members of the congregation.

6. Managing the music budget:

The Minister of Music, in conjunction with the Pastor and the Board of Trustees, is responsible for managing the music program’s budget, including purchasing instruments, sheet music, and other supplies.

7. Qualification:

A degree in music or equivalent experience is required.

8. Schedule and Start Times:

The Minister of Music will be in place no later than 15 minutes before the start time of each rehearsal, worship service, and program. He/she must consult with the Pastor and Trustee Board before bringing in a substitute Minister of Music.

9. Compensation and Benefits:

\$ 575 paid weekly. Reviewed annually. Additional pay for non-members weddings and funerals.

Two weeks paid vacation per year. (Advance notice for an annual vacation after consulting with the Pastor and the Trustee Board).

Sick leave (in line with New York State Laws)

Holidays (in line with Federal State Laws)

Probationary Period:

There is a 90-day probationary period. Compensation and job performance will be reviewed at the end of this period.

Review:

Annually reviewed based on job performance, economic factors, and financial vitality of the Church.

To apply, please forward the following to saintalbansbc@yahoo.com, Attention Wreta Salmon:

1. A cover letter and resume
2. Three professional references