**Creative Communication “ARTS”/Minister of** **Music Job Description**

# **Purpose**

Provide pastoral leadership to the music and communicative arts departments of the church. Specifically, provide and develop creative communication through music, drama, video, sound and lighting that contributes to the ministry of the church and the cause of Christ in worship, evangelism, instruction, edification, and comfort. To compliment the mission of the church as identified in the 10 core values, and the 6 S's.

# **Responsibilities**

Coordinate creative communications and music ministries of the entire church:

**a. Vocal**

1. Oversee the entire music ministry of the church.
2. Choose music and be responsible for seasonal adult choir rehearsals and performances. Basic schedule—sing at all Sunday services; Plan and direct a minimum of two major musicals each year (Easter and Christmas): additional musicals as deemed needed. Work in cooperation with production teams.
3. Schedule and direct weekly and special rehearsals.
4. Oversee teen choir and all graded choirs; arrange for directors, keyboard people, etc., as required. Supervise church pianist, organist, orchestra director and youth and children’s choir directors. Hire musicians as necessary.
5. Develop a variety of worship leaders for Sunday Services.
6. Schedule special music for each service (i.e. soloist, groups, instrumentals etc.)
7. Organize and maintain choir robes.
8. Oversee budgets and expenditures for Creative Communication ministry.

## **b. Instrumental**

1. Arrange/provide music for necessary instruments and people for any and all services including special events if necessary. i.e. special services, memorials, etc.
2. Organize, develop, and direct (as necessary) ensembles/orchestra/worship bands and provide rotation schedules and practices for services.
3. Supervise maintenance and tuning of church owned instruments

**c. Miscellaneous**

l. Search out and develop new talent.

1. Keep accurate records of music and talent used in all services.
2. Be familiar with the copyright laws and set an example for all musicians in the church by honoring the rights and property of others (including C.D duplication).
3. Supply music as necessary for radio/television or other media presentations.
4. Supervise sound system technicians in coordination with department head.
5. Supervise the drama group in coordination with department head.
6. Supervise video technicians in coordination with department head.
7. Supervise props, visuals, lights, costumes, etc., in coordination with department heads as necessary.
8. Schedule special outside music groups in cooperation with the senior and associate pastor.

# **Relationships and Work Hours**

1. Maintain full accountability and loyalty to the senior pastor.
2. Keep proper rapport between team members:

l. Pastoral staff

* 1. Administrative (office) staff
	2. Church leadership & members
	3. Musicians
1. If you are not currently licensed with the Assemblies of God, you will establish credentials with the Northern California/Nevada District Council of the Assemblies of God within a year. Always maintain proper standing with the District Resource Center and fellow ministers.
2. Keep regular office hours. (9:00 am — 4:00 pm Monday through Friday are office hours.) Be available on week nights and weekends for church activities. (practices, rehearsals, events, etc.) You will have one day a week off (i.e. Monday or Friday) which will be determined by the Senior pastor. Saturdays will be a day off when no church activity is scheduled. Our general work philosophy is as follows… As a member of the staff you typically work 50 hours a week. You are paid for 40 hours, and volunteer 10 hours, modeling what we ask church volunteers to give themselves.

# **Communication and Pastoral Ministry**

1. Give a staff report every week at the staff meeting. Participate in staff discussions regarding overall church ministry and upcoming events.
2. Send memos to responsible persons regarding calendar events.
3. Produce Regular correspondence for the Choir, Drama, Video and Sound Ministry teams.
4. Keep attendance of all music events (i.e. Choir rehearsal, Worship team rehearsal)
5. Visit members involved in music ministries when they are hospitalized and contact those who are absent from music ministry events. Work with other staff to make sure all those in “arts” department are properly pastored.
6. Perform other duties as assigned by the senior pastor.