

Music Director

- A. Lead congregational worship music during the morning and evening services each Sunday.
- B. Plan and conduct a weekly choir practice and other special times, as needed.
- C. Work to enlist church members to participate in the Sunday morning choir.
- D. Lead the choir in presenting specials at Christmas and Easter.
- E. Select songs for each of the worship services on Sundays.
- F. Select and coordinate special music for all worship services. If possible, a schedule of performances should be presented to the church office a month in advance.
- G. Encourage and coordinate members who are gifted musicians to use their talents in the church worship services.
- H. Work with the sound team weekly to ensure microphones, accompaniment music, etc. is working properly.
- I. Encourage children and youth to participate in age appropriate choir productions.
- J. Serve as a member of the Church Council.
- K. Manage the choir budget. This includes presenting a proposed budget to the Stewardship Committee by August each year.
- L. Submit a monthly music report to regular business meetings.
- M. Perform any other reasonable duties as assigned by the Pastor.

Guidelines:

The Music Director is under the supervision of the Pastor and must adhere to the following guidelines:

1. Attend all called staff meetings.
2. Contact the Pastor when the need arises to be absent.

- A. Vacation requests must be submitted, in writing to the Pastor, at least two weeks in advance with adequate supply arranged.
 - B. Sickness or other emergencies- Notify the Pastor as soon as possible and arrange for a qualified supply person(s).
3. Set the example of a dedicated Christian and church member (attendance, tithing, conduct, etc.).
 4. Communicate any personnel matters for this position (resignations, grievances, etc.) directly to the Pastor.
 5. Personnel matters that cannot be resolved through the Pastor will be turned over to the Personnel Committee to be addressed.
 6. All applicants for any *ministerial* staff position must be a Christian, a member of a Baptist church, and willing to become a member of FBC Prescott.