

# Clarks Chapel Baptist Church

<b>Position Available:</b>	<b>Minister of Music</b>
<b>PTE:</b>	<b>Part Time Salaried</b>
<b>Reporting Relationship:</b>	<b>Pastor</b>
<b>Hours:</b>	<b>Flexible Schedule</b>
<b>Salary:</b>	<b>To Be Discussed During Interview</b>

## **Church Mission Statement**

Clark's Chapel Baptist Church is a united body of baptized believers committed to the purpose of ministering, teaching, and drawing others to develop a relationship with Christ through spiritual growth, unwavering faith, loving fellowship, continuous education and steadfast prayer.

## **Purpose**

The purpose of the Clarks Chapel Minister of Music shall be to support the vision and to engage all people in meaningful and grace-oriented worship at Clark's Chapel Bapt. Church. The Minister of Music will be the lead staff person responsible for ensuring that appropriate and inspirational worship and music are part of worship services and other gatherings at CCBC.

## **Qualifications**

- 1) Must demonstrate a vital and mature relationship with Christ and have the heart of a servant
- 2) Must be able to play the organ, keyboard and/or piano
- 3) Must be able to teach vocal parts
- 4) Must demonstrate effective 'communication skills' by processing ideas and suggestions in a manner that is perceived as "positive"
- 5) Must be experienced in handling conflicts with wisdom and discretion
- 6) Must demonstrate a diverse ability to play all styles of Christ centered music from hymns to contemporary gospel
- 7) Must demonstrate effective leadership, organization and administration skills

## **Responsibilities**

- Usher the congregation into the presence of the Lord - "*make preaching easy*"
- Remain on post during the preached WORD on Sunday mornings
- Schedule quarterly update meetings with the Pastor
- Conduct a quarterly meeting with all choir presidents, worship leaders and musicians to establish & maintain clear communications throughout the CCBC music ministry
- Work with choir presidents and worship leaders to maintain godly order and to teach biblically sound disciplines to choir members as it is appropriate to do so during rehearsals (choir decorum)
- Facilitate choir rehearsal schedules
- Be available for special services and programming
- Notify Asst. Pastor when unavailable and ensure that the music ministry is covered when absent

## **Accountabilities**

- Annually attend a seminar that provides training and inspiration relative to the growth and development of the entire music ministry <sup>1</sup>(Expenses not to exceed \$500)
- Oversee maintenance of church owned music equipment, sound system, instruments, music and computer resources.
- Prepare and submit the Music Ministry's budget annually and facilitate spending to ensure budget compliance

**Spiritual Attributes** *(desired)*

- Able to hear and sing a 'new song' unto The Lord under the inspiration of the Holy Spirit
- Capable of 'shifting' the atmosphere when the anointing calls for a 'shifting'
- Not afraid to embrace 'warfare' when a musical 'sound'" carries the anointing to do so

**Vacation**

- 4 weeks paid vacation to include 4 Sundays off <sup>2</sup>

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<sup>1</sup> To become effective one year after assuming role as Minister of Music

<sup>2</sup> Paid vacations will begin six months after assuming role not to exceed two weeks in first 12 months. All weeks of vacation cannot be taken together.