

Director of Music Ministries Job Description

Position Title: Director of Music Ministries

Reports To: Senior Pastor

Position Type: Part-time, paid position

The Director of Music Ministries is responsible for leading the congregation in Christ-centered worship through music, prayer, Scripture, and spiritual leadership. This person works closely with the pastoral staff, musicians, vocalists, and technical volunteers to plan and lead worship services that support the church's mission, theology, weekly message, and blended worship style. The Director of Music Ministries should be comfortable leading both traditional hymns and contemporary worship songs while modeling authentic faith, musical excellence, humility, and a heart for helping people encounter God in worship. In addition, the Director of Music Ministries provides intentional leadership for traditional worship elements, ensuring that historic Christian practices and hymns remain vibrant and meaningful in the life of the church.

Key Responsibilities

- Plan and lead worship for weekly services, special services, and church events.
- Select songs that align with Scripture, the sermon theme, the church calendar, and a blended worship style that includes both traditional hymns and contemporary worship songs.
- Lead congregational singing in a way that is engaging, reverent, and easy for people to participate in.
- Coordinate with the pastor and ministry staff to support the overall flow and theme of each service.
- Recruit, train, schedule, and encourage worship team members, including vocalists, instrumentalists, and technical volunteers.
- Lead regular rehearsals and ensure the worship team is prepared musically/spiritually.
- Communicate service plans, song lists, rehearsal details, and volunteer schedules in a timely manner.
- Secure substitute instrumentalists when regular musicians are absent.
- Help maintain worship-related equipment, instruments, music charts, and presentation resources, including scheduling routine equipment maintenance semiannually or as needed.
- Maintain the church music library, including proper acknowledgments, and report copyright usage as required by praise worship music agreements.
- Manage the music budget, including ordering music and related supplies.
- Promote a worship team culture of humility, unity, preparation, excellence, and spiritual growth.
- Be available to assist with weddings and funerals, as schedule allows.
- Participate in staff or planning meetings as requested.

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Additional Responsibilities Related to Traditional Worship

- Plan, prepare, and lead traditional worship components such as hymns, doxology, offertory responses, and choral pieces.
- Coordinate and rehearse with choir members, ensuring musical excellence and spiritual encouragement.
- Work with the pastor to incorporate responsive readings and other traditional elements into worship services as appropriate.
- Develop seasonal traditional services, including Advent, Christmas, Holy Week, and Easter, with attention to sacred music and historic Baptist worship practices.
- Cultivate a warm, reverent, and Christ-centered atmosphere that honors the church's worship heritage.

Qualifications

- A clear personal commitment to Jesus Christ and a lifestyle that reflects Christian maturity.
- Agreement with the church's statement of faith, mission, vision, and worship philosophy.
- Demonstrated ability to lead worship vocally and, preferably, with an instrument such as guitar or keyboard.
- Strong knowledge of worship music, including traditional hymns, contemporary worship songs, and songs appropriate for congregational singing in a blended worship setting.
- Ability to read chord charts, lead a band, and arrange songs for a volunteer worship team.
- Strong communication, organization, and interpersonal skills.
- Ability to lead volunteers with encouragement, patience, accountability, and humility.
- Experience with worship planning software, presentation software, sound systems, or livestream technology is preferred.
- Previous music leadership experience in a church setting is preferred.
- Bachelor's degree in music education or equivalent years of experience.

Preferred Additional Qualifications

- Experience directing a choir or vocal ensemble.
- Familiarity with traditional hymns and sacred music repertoire.
- Ability to blend traditional and contemporary worship elements in a cohesive and spiritually meaningful way.

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Schedule and Expectations

- Flexible schedule of 15 to 20 hours per week.
- Be present for scheduled worship services, rehearsals, sound checks, planning meetings, and special services as needed.
- Prepare worship materials in advance so team members can practice effectively.
- Maintain a teachable spirit and receive feedback from pastoral leadership.
- Support the broader ministries of the church through prayer, participation, and a positive team attitude.
- Maintain appropriate confidentiality and professionalism in all ministry relationships.
- Provide leadership for both blended and traditional worship expressions.
- Ensure choir members and traditional worship volunteers receive music and materials in a timely manner.
- Collaborate with the pastor to maintain continuity between traditional and contemporary worship elements and communicate selections to church secretary for bulletin publication.

How to Apply

Interested candidates should submit a resume, a brief statement of faith, a summary of music leadership experience, and, if available, a video or audio sample of music leadership. Applications may be sent by email or postal mail. Applicants with experience in both contemporary and/or traditional worship leadership are strongly encouraged to apply.

Email: FranklintonBaptistPersonnel@gmail.com

Mailing Address:

FBC Personnel Committee
102 West Mason Street
Franklinton, NC 27525