



Job Description

Exempt:	Yes	Reports To:	Senior Pastor
Type:	Part-Time	Location:	11 th Street Baptist Church
Job Title:	Music Minister	Effective date:	February 2022

Summary: 11th Street Baptist Church in Upland, CA is in search of a worship leader to lead the church in singing gospel-centered songs that exalt God and encourage congregational singing.

Job Overview: This position provides *leadership* through the church's music ministry and *discipleship* to the church, especially those contributing to the music ministries.

Required Job Responsibilities: Individuals qualified for this position must be able to do the following:

- Lead the church in music and singing that magnifies God and encourages congregational singing
- Conduct, develop and lead a future choir in spiritually led presentation of the worship music
- Coordinate music for Wednesday night prayer meeting sessions
- Research music to be introduced for weekly and seasonal worship services
- Coordinate details of service with appropriate ministry teams and worship team members
- Plan and lead rehearsals and practices for worship
- Enlist, train, and disciple members of the music ministries
- Create worship materials such as worship lyric sheets and "Order of Services"
- Work with appropriate technology such as *Proclaim* – our church's presentation software
- Manage music budget lines and music licenses such as CCLI
- Attend and contribute to weekly staff meetings, monthly church council meetings, and quarterly business meetings

Job responsibilities are not limited to the list shown above and may be revised from time to time as deemed appropriate by the Church.

Church Values: 11th Street Baptist Church is a Southern Baptist Church. Employees must embrace the values and standards the church represents as it fulfills its mission of extending God's glory to the ends

of the earth. Employees are expected to have a credible confession of faith, be baptized as a believer by immersion, hold to the Baptist Faith and Message 2000 and the church's bylaws, and be an active member in 11th Street Baptist Church.

Competencies:

- Leadership: Demonstrates initiative to work independently (e.g., ambitious, motivated, and determined); able to meet deadlines
- Music: Proficient in singing and leading worship music and worship. Proficiency in guitar or another musical instrument is beneficial
- Technology: Proficient in computer skills such as email, word processing, and the ability to learn *Proclaim*
- Disciple Maker: Ability to lead people to Christ and to develop plans for spiritual growth; understands that the music ministry is a vital component to the church's health and ability to accomplish our mission
- Oral Communication: Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings
- Written Communication: Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information

Qualifications: The candidate must be willing to become an active member of 11th Street Baptist Church according to the church by-laws.

- Education: Bachelor's degree in progress from four-year college or university preferred
- Experience: experience and/or training in leading music ministry team

Expectations:

- Diversity of Music Preferences: The church is composed of a diversity of ages and ethnicities, and thus, the church enjoys a variety of worship styles. The church is currently led in worship by a small worship team composed of a worship leader and pianist. The church has been led at times by a larger worship team composed of other instruments, and historically, we've also enjoyed being led by a choir. Overall, the music ministry should be open to a variety of styles while prioritizing congregational singing and lyrics that exalt God.

Physical Demands: The essential duties of this job require the employee to:

- Work at a for computer extended periods of time
- Able to stand for extended sessions

I acknowledge receipt of a copy of this job description. I have read and fully understand it and agree to accomplish the above duties to the best of my abilities without accommodation.

To apply, please send resumes to eleventhstreetbaptist@gmail.com

Printed Name

Date

Signature