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SECOND BAPTIST CHURCH MUSIC MINISTRY

Christian Minister of Music

Position Description

The Second Baptist Church of South Richmond is seeking a Christian Minister of Music with a demonstrated record of leadership in music and ministry. A college degree in music is required. The salary will be commensurate with experience, education, and the salaries for similar positions in the churches in our area. A national and state background check will be conducted. Interested applicants should complete the online application regarding this position. Qualified candidates should complete the online application; obtain three (3) letters of reference (a) pastoral, (b) church; (c) general and a resume and mail to:

Second Baptist Church South Richmond,
3300 Broad Rock Blvd
Richmond, VA 23224

Second Baptist Church Minister of Music Responsibilities

The Minister of Music will:

1. Report directly to the Second Baptist Church Music Council, which includes the Pastor and a Trustee to handle Human Resources issues.
2. Coordinate music for worship services with the Pastor.
3. Direct and conduct all musicians and accompanists during musical selections and performances.
4. Conduct weekly choir rehearsals for all choirs.
5. Work with the Music Council in setting department goals.
 - Coordinate with Music Council to prepare Music Ministry's annual budget.
 - Make recommendations for salary and salary increases of all musicians.
 - Develop, in conjunction with Trustee Ministry, a salary scale for musicians.
 - Coordinate with Media Ministry to submit requests for new sound equipment, instruments and music.
 - Coordinate with Media Ministry to submit requests for maintenance of church musical equipment and instruments.
 - Maintains all musical instruments and schedule repairs, as needed.
 - Develop and maintain music library.
 - Submit requests for funding of workshops and conferences.
 - Coordinate with the Music Ministry with the calendar and emphasis of the Church.
 - Serve as ex-officio member of the Music Council, presiding at regularly scheduled meetings: to work with said Council in determining Music Ministry goals, organizations, leadership, facilities, finances and administrative process.

- Work with any duly appointed church committee pertaining to the Music Ministry.
6. Coordinate selection of choir for special services and occasions (i.e. Mother's Day, Father's Day, Christmas, Resurrection, etc.).
 7. Inform choirs of enrichment exercises such as workshops and conferences.
 8. Conduct in-house workshops for ministry enhancement and development.
 9. Serve as primary pianist for established church choirs on 1st, 2nd, 3rd, 4th and 5th Sundays.
 10. Supervise all musicians and conduct semi-annual (with an annual) reviews.
 11. Provide coverage or assign a responsible individual and choir director (K-R Juniors) for all services, special activities and events (i.e., Youth Sunday, Revival, funerals, outside engagements, etc.).
 12. Provide adequate and timely coverage in the event of Music of Minister's absence(s).
 13. Serve as liaison for recruiting and filling vacancies of all paid musicians.
 14. Attend all Ministry Leaders meetings, retreats and training events.
 15. Prepare annual report of choir membership, music performed and outside engagements and activities.
 16. Coordinate with Music Council regarding recruitment, orientation and retention of new choir members.
 17. Perform all other duties and assignments pertaining to the Music Ministry.

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