



## **Believers Temple Word Fellowship Church Position Description**

**Division** Ministry of Helps

**Position Title** Director, Music Ministry

### **Position Summary**

Under the general direction of the MOH Administrator and Assistant Administrator, the Music Director is responsible for partnering with the assigned MOH Facilitator to ensure that the music ministry operates efficiently and effectively; promoting the overall vision and mission of the Believers Temple Word Fellowship Church. The Music Director is responsible for the overall management of the Music Department and is responsible for ensuring that the vision, goals, policies and procedures for this ministry are followed. Duties are inclusive of but not limited to the following:

### **Essential Duties and Responsibilities**

- Meets on a scheduled and as needed basis with assigned Ministry of Helps Facilitator; serving as a communication liaison for the Ministry of Helps Administrator and Assistant Administrator.
- Partners with the Ministry of Helps Facilitator to develop and implement a volunteer recognition program appropriate for ensuring that volunteers are managed equitably, treated fairly and appropriately trained.
- Assists ministry Facilitator with developing and publishing policy and procedural guideline information for all music department members.
- Oversee the development and structure of all music departments to insure they function with excellence and are in line with the mission and vision of BTWF.
- Research and prepare appropriate worship material for the praise team, mass choir and sanctuary choir.
- Score vocal parts and work closely with directors to teach vocal parts.
- Assures music needs are met for services, specials events, funerals, etc.
- Schedule and teach training workshop relating to vocal techniques, music theory, stage presentation, choir director's training, etc.
- Meets monthly with the Music Department Advisory Committee and Facilitator to discuss progress, concerns, goals, accomplishment and budget planning.
- Works closely with musicians in the development of original music

- May provide music classes or accompaniment for Child Prep Developmental Center, Inc.
- Attend all scheduled rehearsals, services and be an active Tither.

### **Knowledge, Skills and Abilities**

- Sound judgment and the ability to manage confidentiality
- Ability to serve as part of a team, and learn new skills
- Dependability/accessibility
- Experience managing staff/resources
- Excellent administrative skills
- Critical thinking and problem solving skills
- Ability to multi-task, managing several complex projects at once
- Customer service focus
- Working knowledge of Microsoft Word, Excel, internet applications, and email application.
- Excellent communication and organizational skills

### **Please Contact:**

**Elder James Paine**

**Ministry of Helps Administrator**

**314-599-7518 or jamespainejr@att.net**

**For additional information**