

UNION CHAPEL MISSIONARY BAPTIST CHURCH
JOB DESCRIPTION

MINISTER OF MUSIC

Position Purpose: To give leadership to the Union Chapel Missionary Baptist (MB) Church by creating an atmosphere of celebration and reverence to God through music for all worship services specifically, Sunday Services.

Accountability/Reports To: The Minister of Music reports directly to and is supervised by the Pastor.

Job Position: Full-Time

Responsibilities: Subject to periodic review and adjustments by the Pastor, the following constitute the responsibilities of the Minister of Music.

Direct the planning, coordination, operation, and evaluation of a comprehensive Music Ministry.

Serve as the Music Council Coordinator.

Work with the Pastor to determine music ministry goals, organization, leadership, finances, and administrative processes.

Assist the Pastor in planning and facilitating an inspiring ministry in song for congregational services.

Be available to counsel, arrange, and provide music for special projects, ministries, and other church-related activities in cooperation with appropriate individuals or groups.

Direct and/or designate director for music groups and congregational singing.

Seek, provide, and coordinate the training of all music personnel in groups or individually. Give counsel and direction to song leaders, accompanists, and other musicians who serve in the church. Help in providing learning opportunities for music staff.

Supervise the work of all leaders in the Music Ministry; delegate work and responsibility, as needed.

Coordinate rehearsals with each choir, ensemble, soloist, and staff musicians to sufficiently maintain a high quality of music.

Work with appropriate individuals or groups in selecting appropriate music for special projects, ministries, and other church related activities.

Supervise maintenance of and additions to music library and equipment, including music materials, supplies, instruments, and other equipment for use in the church's program. Oversee the purchase and up-keep of instruments and audio equipment for use in worship services.

Keep informed on current music and worship methods, materials, promotion, and administration, utilizing them where appropriate. Seek opportunities for growth in music ministry such as workshops or personal development.

Coordinate the Music Ministry with the calendar and emphasis of the church.

Interview and recommend perspective staff persons to the Pastor.

If applicable, make staff disciplinary or dismissal recommendations to Human Resources with written documentation to support action.

Conduct performance reviews for all paid staff based on direction from Human Resources.

Conduct monthly or bi-monthly staff meetings (for both paid and volunteer staff).

Prepare an annual budget based in part on input by the Music Council as part of the annual budgeting process.

Work with Pastoral Care Ministry when making emergency visits to music ministry personnel (choir members, etc.).

Be conscious of events (weddings, funerals, etc.) held at the church and be accessible to counsel and assist with the selection of appropriate music.

Comply with all established church policies and procedures as well as all applicable federal and state laws.

Perform other duties as assigned.

Working Conditions:

Maintain sufficient Full-time office hours to accomplish the responsibilities set forth in this job description. The standard work week would consist of 40 hours within a flexible schedule as agreed to by the Pastor.

Skills and Qualifications Required:

A college degree (preferred) and 10 years' experience leading a large music ministry/organization serving as Minister of Music and/or Music Director.

Must have a thorough working knowledge of worship for a large congregation and a theological understanding of church music to select and prepare appropriate music for worship services.

Ability and proven experience in coordinating and leading weekly musical programs.

Must be saved, talented, and Holy Spirit-filled with a desire to bring glory to God through skilled music excellence.

Must have transition sensitivity to the feel and flow of song selections that are appropriate for the transforming atmosphere in the worship setting.

Must have knowledge of the fundamentals of music, voice, and conducting techniques.

Ability to sight-read, modulate, play with rhythmic integrity and embellish music scores.

Experience and proven competence in working with a variety of age groups and types of music.

Experience as a team player with good interpersonal skills in an organization or business setting working cooperatively with church staff, musicians, music ministry members, and volunteers. Must be a connector that supports, inspires, motivates, and challenges the music ministry members.

Ability to play at least one musical instrument (piano, keyboard, and/or organ required).

Ability to listen effectively and to communicate clearly, both orally and in written form.

Requires basic knowledge and operation of audio/sound equipment to support the overall worship.

Requires basic ability to use computer software, such as Word, PowerPoint, Excel, and Outlook.

Requires sufficient good health to discharge duties properly.

Must pass criminal and background checks.

How to Apply

- Visit the church's website at: www.unionchapel-hsv/employment

Submission Requirements

- Cover letter, Resume and Application
- Three (3), Reference Letters (Spiritual, Professional and Personal). Letters must include the contact information of the person writing the reference letter.

Ways to Submit

- Email to: HR@unionchapel-hsv.org
- Mailed to Union Chapel M. B. Church
 - ATTN: Human Resources
 - 315 Winchester Road Huntsville, AL 35811
- Apply in the Church Office on weekdays between the hours of 9:00am - 4:00pm
- **All Applications with resumes and references must be received by August 31, 2025**

Compensation and Benefits

Salary is negotiable based on education and experience. Benefits will be as prescribed in the current Union Chapel MB Church Employee Handbook.