

## **The First Baptist Church in Jamaica Plain**

### **Minister of Music Job Description**

#### **GENERAL UNDERSTANDINGS:**

Music is a vital part of the life of this congregation. In coordination with the pastor, the Minister of Music exercises an important ministry that reaches out to all members of the congregation and the community. To this end:

- The Minister of Music agrees to recognize and facilitate the pastoral dimension of this position by serving as a minister, educator, and principal musician of this congregation.
- The Minister of Music and the Pastor agree to meet regularly so as to affect collegiality in the ministry of music.

#### **HOURS OF WORK:**

7 hours per week--including Sunday mornings and other hours as required (worship planning meetings, other music programs, etc.)

#### **COMPENSATION & BENEFITS:**

Compensation is \$7,200/year, paid monthly. At this time there are no other benefits associated with this position. Both the Minister of Music and the Church may terminate employment at will, but recognize that 30 days of advance written notice is preferable.

#### **MAJOR AREAS OF RESPONSIBILITY:**

- Support the mission and ministry of our intergenerational, multi-cultural, welcoming and affirming congregation.
- Provide music for weekly worship services and special occasions in the life of the church. **An understanding of Christian worship and a wide musical repertoire is expected (hymnody, gospel, jazz, folk, world, classical, pop/rock etc.)**
- Work as a team with the pastor, pianist and other staff to coordinate, plan and integrate music into the life of the church.
- Facilitate and encourage participation of church members in the musical life of the church, for example, congregational singing, musical groupings (e.g. choir) and soloists/instrumentalists.
- Bring in guest musicians as needed. Assist in finding a substitute when necessary.
- Communicate with staff and volunteers as required, provide resources and advice for pastor and church members, and attend staff meetings.
- Submit newsletter and order of service announcements. Represent the music program at various church meetings, as requested.
- Work with our organ restoration committee, as needed.
- Provide music for weddings and funerals as desired.

#### **CONTACT**

Please email a cover letter and resume to Rev. Ashlee Wiest-Laird at [pastor@firstbaptistjp.org](mailto:pastor@firstbaptistjp.org)  
We hope to hire by the end of September 2016.