

Job Description: Assistant Minister of Music/Organist

Department: Music Ministry

Location: Calvary Baptist Church of Morristown, New Jersey 07960

Job Title: Assistant Minister of Music

Reports To: Minister of Music

Classification: Part-Time

Job Description and Responsibilities:

PURPOSE:

The Assistant Minister of Music *supports* all aspects of the Music Ministry of Calvary Baptist Church. This person is responsible for carrying out the vision of Sunday morning worship services as well as special services and events as directed by the Minister of Music. Additionally, this person is responsible for communications, scheduling and training of the Praise Team, band and one adult choir.

EDUCATION & EXPERIENCE:

- . Bachelor's Degree in Music (*preferred but not required*)
- . Experience in church ministry leadership required.
- . Familiarity with Calvary Baptist Church culture and environment. (*preferred but not required*).

SKILLS & APTITUDES:

- . Organizational skills
- . Communication skills
- . Energetic self-starter
- . Interpersonal and relational skills

- . Adaptability and flexibility
- . Tenacity and follow-through
- . Attention to detail
- . Aspires toward excellence
- . Demonstrated ability to recruit and train volunteers
- . Basic knowledge of music notation, vocal pedagogy, praise and worship and choir training and leadership.
- . ***Highly skilled Hammond organist!***
- . ***Ability to offer effective musical support of the preached word.***
- . Excellent vocalist (*preferred but not required*)
- . Excellent praise and worship leader (*preferred but not required*)

PASSION & CALLING:

- . Passionate about the vision and mission of Calvary Baptist Church and exhibits desire to serve the body of the Christ.
- . Commitment to executing all tasks and assignments at the highest achievable level of excellence.
- . Demonstrates a stable, growing, mature Christian life.

SPECIFIC RESPONSIBILITIES & DUTIES:

- . Sunday morning service planning:
 - a. Coordinate details of worship service with the Minister of Music and communicate to all involved participants.
 - b. Ensure all music and other service elements have been distributed to all participants.
 - c. Recruit and manage the Calvary Baptist Church Praise Team (*or other assigned ensemble or choir*).
 - d. Coordinate and communicate with Media technicians regarding details of service.

. Music preparation and purchasing

- a. Organize rehearsal schedule for Praise Team (*or other assigned choir*) distribute music, cds, etc...in a timely manner.
- b. Copy and distribute weekly rehearsal CDs and/or lyric sheet and/ scores in a timely manner.
- c. Come to rehearsal *fully prepared* to teach.

. Administrative Duties

- a. Assist the Minister of Music with communications to musicians.
- b. Scheduling and coordinating musicians to meet worship schedules.
- c. Help prepare and review annual budgets.
- d. Coordinate and assist in planning of special services and events.
- e. Other duties as assigned by Minister of Music