

MINISTER OF EDUCATION AND MUSIC JOB DESCRIPTION

Principal Function: To model, serve, and lead the body of Christ in worship, discipleship, and outreach through the music and religious educational ministries of the church.

1. The minister of Education and Music is responsible to the Pastor.
2. Provide leadership and vision for the music and education ministries.
3. Work with the pastor and other worship leadership in developing and implementing meaningful worship experiences for the congregation.
4. Lead the congregation in corporate worship through the best use of musical gifts and talents of the church.
5. Assist the Pastor in planning congregational services; be responsible for selection of the music. Preview the music planned to be sung or played by individuals or groups.
6. Assist in outreach visitation, hospital visitation, and other pastoral duties as needed.
7. Lead in planning and calendaring events and activities related to the educational ministry.
8. Develop and facilitate the budget of the educational and music ministry.
9. Lead the church family to understand and support the educational ministries of the church.
10. Responsible for enlisting and training leaders for the church educational and music program in cooperation with the appropriate persons and/or the church nominating committee.
11. Coordinate the production of church publications.
12. Provide planning and direction to church wide visitation.
13. Provide administrative assistance to Student and Children's ministries.
14. Provide assistance and counsel when needed or requested for special events such as weddings, funerals, and banquets.
15. Serve as staff liaison to church committees as designated by Pastor
16. Cooperate with associational, state convention, and Southern Baptist Convention leaders in promoting mutual interest activities of the denomination and the church.