

JOB DESCRIPTION
MINISTER OF EDUCATION AND MUSIC

1. The minister of Education and Music is responsible to the Pastor.
2. Direct the planning, coordination, operation, and evaluation of a comprehensive educational and music program.
3. Be 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.
4. Develop educational and training projects; for Sunday School, camps, retreats, and study seminars, for various age groups within the congregation.
5. Lead the church to be aware of the educational and curriculum materials available and lead the church to choose the most suitable.
6. Assist the Pastor in planning, leading, and evaluating congregational services. Be responsible for the selection of the music.
7. Serve as educational resource person and advisor to the committees and organizations of the church, as requested.
8. Lead in maintaining a church Music Council. Coordinate the church music program with the calendar and emphasis of the church. Train members of the council and all music leaders. Guide the council in determining music goals, organizations, leadership, facilities, finances, and administrative procedures.
9. Coordinate the production of church publications.
10. Give direction to a church wide plan of visitation.
11. Supervise maintenance of and additions to music library; provide music materials, supplies, instruments, and music equipment for use in the church's music program.
12. Cooperate with the associational, state convention, and Southern Baptist Convention leaders in promoting mutual interest activities of the denomination and the church.
13. Plan, coordinate, and evaluate family ministry activities in the church.
14. Perform other duties as assigned.