

## **Director of Music and Worship**

### **Job Description**

Assist the church in planning, conducting, and evaluating a comprehensive blended style worship ministry.

### **Objective**

To enhance the ministry of Newbridge Baptist Church

**Supervisor**     Pastor

### **Responsibilities**

1. Direct the planning, coordination, operation and evaluation of a comprehensive worship ministry.
2. Coordinate the worship program with the calendar and emphasis of the church.
3. Assist the Pastor and work with the Church Council in planning the congregational and special services of the church.
4. Be aware of weddings, funerals and other church related activities and provide necessary music, as time allows.
5. Be responsible for the Adult Choir and direct congregational singing.
6. Assist and coordinate with the youth and children's music programs.
7. Oversee - Maintenance of and additions to music library  
The inventory and care of choir robes - The upkeep of musical instruments  
Direct weekly choir rehearsals  
Choose and teach choir cantatas and perform them for worship service  
(usually 2 per year)
8. Recommends and administers the worship budget
9. Represent the worship ministry on the Church Council and on other committees where applicable. Prepare/present reports for Business Meetings.
10. Responsible for audio/video equipment and the Media Team, which serves on a rotating basis, and includes training as necessary.
11. Coordinate "special singings" throughout the year.
12. Identify those with musical gifts and talents. Encourage and incorporate them into the worship services.

### **Responsibilities Cont'd**

13. Arrange for a replacement when on vacation or unable to attend worship services, funerals or other church functions.
14. Maintain the music portion of the web page, and keep a current music rack card in the lobby.
15. Use the Phone Tree to remind and/or inform choir members of any schedule changes.