

***First Baptist Church
91 Cottage St.
Pawtucket, RI 02860***

**JOB DESCRIPTION
Minister of Music**

Education, Experience and Skills: Formal training toward or a completed bachelor's degree in Church Music, Music Education, or Music Performance preferred; proficiency playing the organ as well as piano a must for this position. Training and experience in choral directing strongly desired. Energy, flexibility, a love for God's people, and being a team player are critical traits for this position.

Hours of Worship: The regular Sunday Worship Service is at 10:45 a.m., or at such other times as the Pastor and the Board of Deacons may set (for example the Worship Service changes to 10:00 a.m. in the summer months).

Accountability: The Board of Deacons in cooperation with the Pastor sets policy concerning the Minister of Music Position for First Baptist Church of Pawtucket. The Diaconate working within the constraints of the church budget designates salary, hires the candidate, and may terminate the position if necessary. The Minister of Music will be evaluated by the Diaconate and Pastor twice annually (at the mid-point and end of the contract year).

Facilities: Our organ is a Wicks three manual Pedal Pipe Organ consisting of Great, Swell, Choir, Pedal and Chime ranks. It was installed in the Chancel in 1962. The organ is available to the Organist for practice and/or private teaching.

Responsibilities: Develop and maintain a music program, which is in keeping with the wishes, needs and resources of the congregation and its governing boards.

1. Music for the worship service shall include a prelude, postlude, offertory, hymns, praise songs, and prayer responses. For the communion service there should be two additional quiet pieces prepared. Occasionally the above music may be played on the piano instead of the organ. The prelude is to be started 7 minutes before the service commences.
2. In addition to the Sunday Services music must also be played and provided for special services including Lenten and Easter Services, Christmas Eve and Christmas Sunday, Thanksgiving Sunday and if scheduled a Thanksgiving Eve service.
3. The Minister of Music is responsible for submitting titles for all music to be played at services. Titles should be given to our FBC office personnel by the Wednesday of each week for an upcoming Sunday Service. (You may contact the office administrator at (401) 725-7225 or by email at fbcpawtri@verizon.net).
4. The Music Minister is responsible for conducting a church choir and presenting a variety of music, which will enhance the worship experience for the congregation. This includes contemporary Christian songs along with traditional hymns. The choir shall practice with

the Minister of Music for a period of at least 1 hour per week at a time which is mutually agreed upon by all parties.

5. An aspect of the Music Minister's job will be to recruit for FBC's music programming. This will require the Minister of Music's direct outreach to prospective participants via telephone, email, and one-on-one conversations.
6. It is the responsibility of the Music Minister to advise the FBC office of maintenance or repair issues regarding the organ and various church pianos, as office personnel makes the arrangements for maintenance or repairs to be accomplished.
7. Arrangements to secure a qualified substitute organist for any planned absence should be made in advance by the Minister of Music, and a list of substitute musicians should be provided to office personnel in case the church must find someone in the event of an unplanned absence.
8. First Baptist Church of Pawtucket has an extensive choral music library available for use by the Music Ministry and new music may be ordered within the budgetary constraints of its music program.
9. The Music Minister is expected to make recommendations to the Board of Deacons regarding yearly financial needs of the music program. The process is as follows: in September the Music Minister formulates a yearly budget and discusses it with the Board of Deacons. A final budget is submitted by the Deacons for approval by the congregation at FBC's Annual Meeting in January.
10. The Minister of Music is expected to attend meetings with the Board of Deacons and/or the Pastor as needed. Meetings may be at the request of either party.

Vacation Time: The Minister of Music is offered 4 services off with pay per year with the exception of Advent and Lenten Services, Thanksgiving Sunday and Thanksgiving Eve services. The church should be notified in advance when absence is expected to occur and will pay for the fill-in musicians for the approved 4 services. In addition the Minister of Music is allowed up to 3 service absences without pay in emergency situations (i.e. sickness or death of a loved one) and should notify the Pastor by phone, if possible in advance, regarding these matters. If additional absence is necessary the Minister of Music will be responsible for paying a fill-in musician directly at a rate of \$125.

Weddings and Funerals: The organist may play at weddings or funerals if requested by a family or family's representative. There is no right of first refusal implied or offered in this contract. The Organist may charge no more than \$200 per event including rehearsal time.

Annual Salary on request

Please send letter of interest and resume to fbc pawtri@verizon.net or First Baptist Church, 91 Cottage Street, Pawtucket, RI 02860 Attention: Minister of Music

March 2017