

**Boonville Baptist Church
Boonville, NC**

Job Description for a part-time Music Director

General Duties:

1. Cooperate and coordinate programs with the pastor as supervisor.
- 2, Serve on the Church Council
3. Communicate with the Music Council made up of the directors of handbells, children's choir, youth choir and accompanists of the choir.

Music Duties:

1. Choirs:

- a. **Sanctuary Choir:** Plan appropriate music for regular Sunday worship services and such special services as the church may hold; direct the weekly choir rehearsals; encourage persons in the church membership to become members of choirs;
- b. **Handbell Choirs:** Schedule performances with existing leaders.
- c. **Groups and Individuals:** Schedule performances with groups and individuals for regularly scheduled services.

2. General Music Duties:

- a. **Worship and Special Services:** The Music Director will encourage and direct congregational participation in the music ministry of the services of worship. He/She may assume any other functions upon which he/she and the pastor agree in regard to worship services. During revivals and other special services he/she will arrange such special individual or group singing as is possible and direct the congregational singing.
- b. **Organist and Pianist:** The Music Director will keep the organist and pianist or other accompanists informed, as far in advance as possible, of future plans. Monthly conferences with the accompanists are encouraged but not required.

Paid Time Off

For the first year, one week (2 day) of paid vacation. (Week is represented by actual days you normally are required to work, i.e 1 day for rehearsal and 1 day for regular services). Additional time will be granted without paid if requested. Beginning with the second year this would be two weeks (4 days). Vacation days cannot be carried over.

There would be 1 week (2 days) of paid sick leave per year. Sick days may be carried over with a maximum of 8 days.