



The Historic
**ST. JAMES MISSIONARY
BAPTIST CHURCH**
Build. Develop. Win.
For the Kingdom

Reverend Curtiss P. Smith, Pastor

POSITION DESCRIPTION

TITLE: Director of Music and Arts (Part-time)

POSITION REPORTS TO: Senior Pastor

Summary of Position:

The Historic Saint James Missionary Baptist Church seeks a Christian, collaborative professional to execute, oversee and direct the Music and Arts Ministry. The objective is to create a collaborative ministry that provides a spirit-filled worship experience through the arts. This is a part-time position and will report to the Senior Pastor.

Estimated Salary/Benefits: TBD

Job Qualifications:

- Personal and family life consistent with Christian Biblical Principles
 - ▶ Must be a Bible believing Christian (**preferably a member of The Historic St. James or commit to joining within 60 days**)
- Must be theologically sound and ascribe to churches vision, mission, and beliefs
- This person will have either formal education (preferred) or proven experience and personal study necessary to perform all the various aspects of this ministry.
- An intimate, dynamic, life-changing, growing relationship with God. It is expected that this person will be continually seeking to grow in his knowledge and his relationship with Christ.
- A passion for the Bible: This person will be someone who knows the truth of Scripture well, has a developed understanding of Scripture and a passion to have the Word of God known.
- A passion for the lost: This person will be able to convey the need to be fulfilling the Great Commission as well as the Great Commandment.
- A passion for prayer: This person will set the tone for prayer within the music and worship arts ministry.
- A passion for discipleship: This person will have the desire to see us raising up disciples who are making disciples and to aid in creating a culture that embraces this.
- Must be a self-starter, proactive to take on projects, independent thinker, work well without instruction and can lead
- Must have a caring attitude, excellent people skills and high integrity
- Faithfulness, confidentiality, and a strong sense to serve others are essential
- Must have an in depth understanding of all genres of Christian music and can teach it with excellence to the musicians and choirs.
- Must have strong verbal and written communications skills
- Must be able to work collaboratively with all church ministries
- Available for work outside normal working hours during the week
 - ▶ Be accessible, responsive, and flexible to handle the changing needs of the church
- Must be flexible and able to respond consistently in an interrupt driven environment

MINISTRY DUTIES:

To provide overall musical direction, organization, and leadership for worship that will set the atmosphere for intentional worship. Specific duties will include the following:

1. Be responsible for direct oversight of all Music, Band, Liturgical Dance, and Choirs to include: Mass, Men and Youth Choirs, Praise Team, musical selections, musicians; recruitment, rehearsals, Dance teams and performances at the regularly scheduled services and special events.
2. Must be able to teach parts and melody to ensure the quality of singing is of excellence and honoring God to include a combination of tradition, contemporary and hymns.
3. Be responsible for assuring that those participating in the music ministry are adequately prepared and that the music selected is appropriate.
4. Build a competent team and coordinate the worship planning and implementation of a comprehensive music ministry for the congregation and community.
5. Be responsible for assuring that the musical instruments used by the church are kept in good working order.
6. Oversee and guide the arrangement of workshops, concerts, or guest appearances by musical groups from St. James at other churches or in specialized ministries.
7. Promote the spiritual life of the congregation through the music ministry in corporate worship.
8. Be familiar with the mission, vision, and overall goals of the church vision and how they influence the worship experience.
9. Responsible for Music and Arts budget to include preparing yearly budgets, managing expenses.
10. Must be able to travel periodically on church ministry trips.
11. Must be able to recruit and retain musicians and singers, as necessary.
12. Keep the Pastor posted on all matters pertaining to the Music and Arts Ministry both internal and external.

REQUIREMENTS:

- Bachelor's degree in music or seven years of leading a church music department.

To apply for this position, please send resume and cover letter to stjames@stjbc.org