

**FIRST BAPTIST CHURCH OF WINONA**  
Loving God, Loving others, Making Disciples

**JOB TITLE:** Part-time Minister of Worship  
**REPORTS TO:** Pastor and Personnel Committee  
**DEPARTMENT:** Music

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**PRIMARY PURPOSE:**

To lead, by the Holy Spirit's guidance, the church in corporate worship through music; to build an overall program of music ministry for First Baptist Church of Winona.

**QUALIFICATIONS:**

**Education:**

College degree, particularly in regard to music, preferred but not required.

**Special Knowledge/Skills:**

Ability to lead corporate worship, work with instrumentalists, coordinate an overall music program for the church, a servant leader, some degree of musical proficiency, proficient music reading helpful

**Minimum Experience:**

Experience in leading worship in a local church setting.

**MAJOR RESPONSIBILITIES AND DUTIES:**

**General Assignments:**

1. Work with pastor and other staff members in leading an overall program of worship and music ministry to exalt Christ and edify the church.
2. Oversee the expenditure of the assigned budgeted amount in the areas of responsibility.
3. Serve as a member of the Church Council.
4. Give input to the Nominating Committee in regard to elected music leaders
5. Function as an active member of the church, plugged in to the overall program.
6. Function as a cooperating member of the church staff, seeking to build a team of leadership.
7. Work with members and others in planning and providing music for special services such as funerals and weddings as needed
8. Serve with the sound/video ministries and their staffing.

**Specific Assignments:**

1. Give prayerful plan and leadership to overall worship and music leadership for all corporate worship events, typically Sundays, working with the Pastor to seek unity of focus and practice.
2. Prepare special music emphases for special events and occasions (Easter, Christmas, church anniversary, July 4<sup>th</sup> community-wide celebration, etc.)
3. Serve on the Special Events Committee
4. Seek ways to enhance our worship through the use of additional instrumentalists, special musical groups and ensembles, etc.
5. Give overall leadership and direction to the music ministry that includes all age groups within the church.
6. Training and equipping additional leadership as needed in areas of music ministry.
7. Keep the church calendar updated in regard to music ministry events
8. Prepare and submit an annual music ministry budget and operate within those limitations in consultation with the Stewardship Committee
9. Supervise the use of music library, musical resources and equipment
10. Work to build relationships within the church and function as a servant leader
11. Participate in any additional church-wide emphases
12. In the event of absence, will work with the Pastor to secure replacement leadership

**CONDITIONS OF EMPLOYMENT:**

1. Minister of Worship should, upon coming on the field, become a member and remain one in good standing of FBC Winona.
2. Will be present for all regularly scheduled services of the church, special events, and committee meetings Minister of Worship is involved in as often as possible.
3. Should outside employment provide occasional conflicts, will communicate this with the pastor as soon as possible to avoid potential problems,
4. Is expected to devote an average of 15 hours a week to this ministry
5. A portion of the salary package may be allocated to a housing allowance if minister meets guidelines as set forth by the IRS
6. Evaluation and salary review will be conducted annually or as the situation warrants
7. Perform other duties as assigned by the pastor
8. Should outside employment or other conflicts necessitate the Minister of Worship being absent for more than the allowed number of services plus accrued vacation time, the Minister of Worship should not expect to be paid for those times missed.
9. Should take advantage of continuing education, professional growth activities or conferences to upgrade job-related skills.

The foregoing statements describe the general purpose and responsibilities assigned to this position and are not an exhaustive list of all responsibilities, duties and skills that may be required.

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Signature – Pastor

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Date

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Signature – Personnel Committee Chairman

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Date

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Signature – Part-Time Minister of Worship

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Date