

**Oakland Baptist Church**  
Job Description  
Part-Time Music Minister

*The music ministry at Oakland Baptist assists our Pastoral Staff in a very powerful way in preparing our hearts and minds for worship. The Music Minister of Oakland Baptist Church will play a lead role in this endeavor.*

- I. The Music Minister is under the supervision of the Lead Pastor and Personnel Committee of Oakland Baptist Church. The Music Minister *in cooperation with the Lead Pastor* will organize and implement music ministry at Oakland Baptist Church (OBC). The Music Minister will communicate with the Lead Pastor weekly at a mutually convenient time.
- II. The Music Minister shall work closely with the Music Committee and utilize their assistance for a smooth operation of the music ministry at Oakland Baptist Church.
- III. The Music Minister shall:
  - A. Supervise all music for the Sunday Morning Worship Service, Sunday nights and/or Wednesday nights. The Music Minister will be notified in advance when music is needed on Sunday or Wednesday nights.
  - B. Work with the Music Committee, Choir members, and Praise Team members to prepare both an Easter Cantata and Christmas Cantata each year.
  - C. Direct the Adult Choir and Praise Team(s) of Oakland Baptist Church. Regular and specially called practices of the Adult Choir and Praise Team shall be set by the Music Minister at a time mutually convenient for the majority of the choir and praise team members.
  - D. Work directly with the technical support team to *personally* coordinate the sound and lighting for all facets of the music ministry.
  - E. Promote a spirit of harmony and unity between the Praise Team members and the Adult Choir members.
  - F. Solicit members of the Music Committee or other volunteers from our church to establish a music ministry for our children and youth departments. The Music Minister shall be responsible for establishing, supervising volunteers, and maintaining both children's and youth ministries at Oakland Baptist Church.
  - G. Contact the Lead Pastor as soon as possible if an emergency shall arise preventing the Music Minister from being present on a Sunday or Wednesday service at the church.

- H. Notify a lead member of the Music Committee as soon as possible if an emergency shall arise preventing the Music Minister from attending a scheduled choir or praise team practice.
  - I. Support the letter and spirit of our church constitution, as well as supporting the mission and vision of our church.
  - J. Fully embrace the fellowship of OBC by seeking full membership of OBC, by becoming a church member either by transfer of letter or statement of faith.
  - K. Participate in an annual evaluation by the Personnel Committee.
  - L. Provide the Lead Pastor and Personnel Committee with one months notice in the event it becomes necessary to resign the Music Minister position.
  - M. Perform other duties as requested by the Lead Pastor.
- IV. The Music Minister may:
- A. Direct music for weddings and other special occasions on an as needed basis if the Music Minister so chooses.
- V. Vacation Time:
- A. After six months of employment, the Music Minister is entitled to one week paid vacation (to include one Sunday) and one week (to include one Sunday) involvement in a revival service.
  - B. After three years of employment, the Music Minister is entitled to two weeks paid vacation (to include two Sundays) and one week (to include one Sunday) involvement in a revival service.
  - C. The Music Minister will work with the Personnel Committee and Lead Pastor if it is necessary to take one week of non-paid vacation (to include one Sunday), not including emergencies.

Revision History:

Created/New—OBC Personnel Committee August 10, 2014