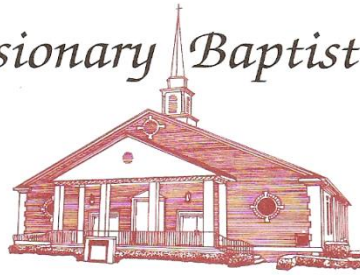


Bethel Missionary Baptist Church

CHURCH OFFICE 850/222-8440
FAX 850/222-5873



224 North Martin Luther King, Jr., Boulevard
Tallahassee, Florida 32301

Dr. R. B. Holmes, Jr., Pastor

WWW.BETHELTALLY.ORG

Job Title: Director of Music and Fine Arts (Full time)

Location: Bethel Missionary Baptist Church
Reverend Dr. RB Holmes, Pastor
*224 North Martin Luther King, Jr., Boulevard
Tallahassee, Florida 32301*

Salary Competitive and negotiable based upon verifiable experience and credentials

Purpose

The Director of Music and Fine Arts shall work under the direction of, and be responsible to, the Senior Pastor. A degree in music or qualifying music leadership experience is preferred. The Director of Music and Fine Arts will be an accomplished musician and a dedicated Christian; one who maintains a vital personal relationship with Jesus Christ and who encourages spiritual growth in the persons with whom she/he works and serves. The Director of Music and Fine Arts must also have an appreciation for the Christian faith. The Director of Music is a full-time position with benefits.

Qualifications

This person is to assist the Bethel Missionary Baptist Church in bringing glory to God through music, both vocal and instrumental, by encouraging a diversity of musical expression that matches the intergenerational character of our congregation. The goal of such music ministry leadership is to identify and develop the many resources within the congregation and help the membership to minister to God and to each other as well as to persons outside our membership.

Human Skills

1. Spirituality
2. Loyalty
3. Integrity
4. Punctuality
5. Professionalism
6. Creativity

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Director of Music and Fine Arts (Full time)

Bethel Missionary Baptist Church

Tallahassee, FL

Performance Indicators

1. Works with the Senior Pastor in planning worship services, scheduling regular choir rehearsals and prayerfully and professionally prepares for a full worship experience; provides the kind of balanced, sensitive leadership that maximizes the flow of worship with each aspect of the service complementing the proclamation of the Word of God
2. Oversees the administrative duties of the music ministry, working closely with the pastor, the Worship Committee, the music staff, and other personnel in the music ministry, both paid and volunteer
3. Directs the music and fine arts curriculum for Bethel Christian Academy (Monday-Friday), Grades Pre-K-5. Duties include but are not limited to establishing and directing annual Christmas and spring cantatas, concerts, etc., teaching music instruction and theory weekly
4. Serves as accompanist for choirs, ensembles, praise teams, and soloists in regular and special rehearsals and services; must be able to skillfully play the organ and piano; plays for 8:00 AM and 11:00 AM Services each Sunday, both regular and special (Sundays, Wednesdays, revivals, & otherwise) demonstrates the ability to teach a range of voice parts and supervises the selection and teaching of music to the various choirs
5. Involvement in weekly Prayer Services, Bible Studies, Worship and all related Church activities and participates from time to time in the Christian Education Ministry, teaching and encouraging an appreciation of hymnology and music in the life and ministry of the church
6. Coordinates the music for funerals and weddings associated with Bethel Missionary Baptist Church as requested
7. Enlists new members to participate in the various choirs, ensembles, etc.
8. Exemplifies and encourages a team spirit within the music ministry
9. Supervises the maintenance of music equipment (instruments, hymnals, sheet music, etc.) and maintains a music library
10. Responsible for playing for all community visitations with the choir and pastor
11. Works continually on developing and improving her/his own personal and professional skills for use in ministry so that worship ministry can grow in this congregation. Participation in workshops, conferences, seminars, etc. is encouraged and expected.
12. Coordinates special music programs (e.g., Easter, Christmas, Youth, Children) as appropriate and with the assistance of volunteers from the Youth Choir, Children's Choir Directors, and other Church Musicians
13. In the event either the Church Organist or Church Pianist will be absent from a given Sunday worship service, the Music Director shall be responsible for ensuring that a replacement Organist/Pianist is available.
14. Performs other duties as may, from time-to-time, be determined necessary and appropriate to the position of Church Music Director

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Bethel Missionary Baptist Church
Tallahassee, FL

Communications

1. Reports all musical concerns directly to the pastor
2. The Senior Pastor will make the final decisions after adequate prayer and due diligence

Application Process

All applicants must submit a formal letter of interest, a resume or vitae and any other support materials such as video excerpts, compact discs, DVD's, news articles, social media links, etc., that illustrate evidence of ability and achievement. These materials will not be returned.

Qualified candidates of interest will be contacted and asked to provide additional information. The finalists must be available for a scheduled weekend during which they will work with two choirs and a praise team. On Sunday morning, the candidate will lead the music portion of the worship service with a formal interview to follow. Finalists will also submit a list of at least three references, including the most recent pastor, and their contact information. Final candidates must consent to reference and background checks.

Application Deadline: The position will remain open until filled. However, interested applicants are encouraged to submit their information in a timely manner with the posting of this announcement. Faxed or e-mailed applications will NOT be accepted.

Mail applications and support documents to:

Bethel Missionary Baptist Church
Attention: Reverend Dr. RB Holmes, Pastor
224 N. Martin Luther King, Jr. Boulevard
Tallahassee, FL 32301

For further information: E-Mail: bethel@betheltally.org or 850.222.8440/850.681.0990