

Description: Seeking FT music and youth minister to lead all music and youth activities at established church in the Austin/San Marcos corridor.

Principal Function: The Minister of Music and Youth is responsible to the Pastor for assisting the church in planning, conducting, and evaluating a comprehensive music ministry, and for coordinating and promoting church programs for youth (currently defined as grades 6-12). The Minister of Music and Youth is responsible to the local church body through the church Personnel Committee for employment requirements and responsibilities.

Job Classification: This position is considered Exempt and Full-time.

Working Relationships: The Minister of Music and Youth works with the Pastor and all church staff in planning, scheduling, and directing the music program and ministries of the church as well as directing the education and discipleship training of the youth in grades 6-12.

RESPONSIBILITIES:

Responsibilities related to MUSIC:

- Direct the planning, coordination, operation, and evaluation of a comprehensive Music Ministry.
- Coordinate the Church Music Ministry with the calendar and emphases of the church.
- Work with the church body in determining music ministry goals, organization, leadership, facilities, finances and administrative process.
- Assist the Pastor in planning worship services of the church and be responsible for the selection of the music.
- Be aware of weddings and funerals to be held in the church.
- Be available to counsel, arrange and provide music for special projects, ministries, and other church-related activities in cooperation with appropriate individuals or groups.
- Direct music groups and congregational singing.
- Be responsible for enlisting and training leaders for the Church Music Ministry.
- Supervise the work of all music leaders in the Music Ministry.
- Work in cooperation with appropriate persons or committees, including the Technology Committee, in selecting, enlisting, training, and advising song leaders, accompanists, and other musicians who serve in church programs.
- Coordinate the performance schedules of music groups and individuals in the functions of the church.
- Give direction to a Music Ministry plan of visitation and enlistment.
- Supervise maintenance of and additions to music library and equipment, including music materials, supplies, instruments and other music equipment.
- Keep informed on current music methods, materials, promotion and administration, utilizing them where appropriate.
- Coordinate the training and use of instrumentalists and vocalists in groups or as individuals.
- Prepare and submit the Music Ministry annual budget to the Finance Committee.

Responsibilities related to YOUTH:

- Provide leadership and direction, along with organizing a balanced approach, for the youth education program of the church by coordinating and promoting Bible study, discipleship training, outreach, missions, Wednesday programming, recreation, music, and other weekday activities.
- Enlist and train leadership in the youth program in coordination with the Pastor and the church Nominating Committee.
- Plan and direct all activities such as youth camp, mission trips, retreats, weekday Bible study, youth emphasis Sunday, seminars, banquets, and other special events.
- Work with the Youth Council to plan, implement and evaluate a balanced youth program.
- Advise in the use of program materials, equipment, supplies, and space by grades 6-12 in all church programs.
- Provide Christian guidance to meet the special needs of young people and their parents.
- Develop a program to meet the unique needs of the parents of young people and involve them in the youth ministry.
- Work with program leaders, teachers and appropriate staff members to resolve philosophical, procedural, and scheduling problems in grades 6-12.
- Develop a systematic program of outreach.
- Keep up-to-date on the latest educational methods and share them with the workers.
- Work with Pastor and VBS director(s) to develop youth integration and encourage participation with VBS activities.
- Prepare and submit the Youth Ministry annual budget to Finance Committee.

Other Responsibilities:

- Visit prospects and members related to music or youth ministry and as assigned by the Pastor.
- Comply with all established church policies and procedures as well as all applicable federal and state laws.
- On occasion be available nights and weekends for music and youth ministry events as well as to work with the Pastor in making emergency pastoral care visits as needed.
- Serve as staff advisor for church committees as assigned by the Pastor.
- Attend weekly staff meetings.
- Perform other duties as assigned.

REQUIREMENTS:

The position of Minister of Music and Youth requires:

- A master degree from an accredited seminary (preferred).
- A minimum of 2 years of experience in a music and/or youth church staff or other music/youth related position.
- The ability to play at least one musical instrument.
- The ability to speak, read and write English.

- The ability to listen effectively and to communicate clearly, both orally and in written form.
- Exceptional speaking skills and the ability to speak confidently before groups.
- Quality leadership skills.
- Strong administrative skills.
- Basic ability to use computer software, such as Word, PowerPoint, Excel, and Outlook.
- Commitment to biblical Christian principles and teachings both professionally and personally.
- Sufficient good health to discharge duties properly
- Ability to walk, stand and sit, sometimes for prolonged periods of time.
- CDL certification (for bus driving). If needed, this Class B certification should be obtained within first 90 days of employment.
- Passing criminal, financial and sexual misconduct background checks.

Resume Instructions:

Please submit resume to FBC Music/Youth Ministry Search Committee, PO Box 247, Kyle, TX 78640 or email speace1@austin.rr.com.