



PSBC Full-Time Music & Senior Adult Minister Job Description

Poplar Springs Baptist Church is seeking a full-time music and senior adult minister. The position's primary focus and responsibilities lie in leading the church's music ministry. In addition, the position calls for providing oversight for the senior adult ministry at PSBC. Specific responsibilities, requirements and expectations are listed below.

Specific Music Responsibilities:

Worshipping through music and song is an important aspect of our corporate times of worship at PSBC. As such, we desire to faithfully honor God in this area of our worship. Making much of God is our focus in singing; we strive to engage mind and emotions in declaring our love to God as we sing to him.

While many styles and approaches to worshipping in song and music exist that allow such worship to transpire, PSBC aims to employ a "modern-traditional" approach. This approach allows us to draw from the past and present, offering a multi-generational appeal. Song types included in this "modern traditional" approach are familiar hymns, praise choruses, contemporary songs, and choir/special music selections that are theologically sound, God-centered, and gospel focused.

The music minister at PSBC functioning under the direction of the pastor will work to establish and carry out this approach. The music minister will be directly responsible for leading the music ministry, and those involved with it to help PSBC fulfill its mission to make much of God by making disciples of Jesus Christ. This includes but is not limited to the following responsibilities:

- Planning for and leading the congregation, choir, praise team, accompanists, and a/v team for the worship gatherings on Sunday morning. This includes the following tasks:
 - Ensuring that the music planned for the services is *Biblical, worshipful, sing-able, and memorable*.
 - Working with the pastor to prepare the order of service for Sunday morning in a timely fashion.
 - Scheduling and coordinating all teams (praise team, a/v team, etc.) for rehearsal times and services.
- Supervising all aspects of the music and a/v ministries along with corresponding teams at PSBC.
- Holding at least one weekly rehearsal for the adult choir. The music minister will work to ensure that this rehearsal is an organized and profitable time for the choir.
- Planning with the pastor to prepare, coordinate, and execute other services outside of Sunday mornings where music is necessary.
- Working to grow the music ministry of PSBC by recruiting new members and talent from within the church.
- Keeping informed on current music methods, materials, technologies, and administration.
- Overseeing the children's and student's choirs.

- Working with the finance team to form a budget to equip and grow the music and sound ministry of PSBC.
- Managing the expenses of the music ministry at PSBC in a wise way to please the Lord, align with the budget, and fulfill the purpose of the music ministry.
- Coordinating the upkeep of the music library and office space.
- Ensuring that in his absence the position and its requirements are covered.
- Providing scheduled maintenance for musical instruments and planning for technological improvements as necessary.

Specific Senior Adult Responsibilities:

Under the supervision of the pastor and elders along with the staff and lay leadership, this position will work to help our senior adults make much of God and continue growing as disciples of Jesus Christ. This includes but is not limited to the following responsibilities:

- Plan, coordinate, and execute times of fellowship and ministry for the senior adults.
- Participate in the outreach and cultivation of prospective senior adult church members.
- Prepare and oversee the senior adult ministry budget.
- Share in the care ministry of senior adults with the deacon care team.

Specific Skills & Traits Required:

- Strong leadership, people, and organizational skills
- Strong communication skills, both verbal and written
- Proficient in Audio, Visual, and Lighting Technology
- Big-picture minded and detail-oriented
- Self-motivated and action-oriented
- Team oriented and able to work well with other staff and members
- Willing to take on other assignments that may be given by the Pastor.

Personal Expectations:

- Born again believer pursuing a close walk with God through grace in Jesus Christ.
- Faithfully loving and leading your family in God honoring ways.
- In full agreement with the PSBC statement of faith, mission, and core values.
- Supportive of the mission and leadership of PSBC.
- Faithful in gathering for worship and other occasions with the church.
- Devoted to living out the membership covenant of PSBC.

Professional Expectations:

- Education
 - Required: Bachelor's degree
 - Preferred: Graduate degree(s), Music degree, and/or Seminary degree
- 3-5 years of experience in leading music and choir.
- Ability to teach and direct choral and choir arrangements.