

ADMINISTRATION

- Have knowledge of the church's organizational structure, workflow and operating procedures
- Prepare the Annual Music Operating Budget along with monitoring accountability and adherence to approved budget (overseeing expenditures, projecting capital purchases, maintenance and care of all supplies, equipment and musical instruments)
- Attend all regular and special business meetings of the congregation, meet regularly with the Senior Pastor for worship planning meetings, and plan and facilitate Music Ministry staff meetings as needed
- Maintain weekly office hours
- Hire, manage, and regularly evaluate all Music Ministry staff in consultation with the Personnel Committee

And other duties as assigned.

QUALIFICATIONS:

- Maintains a vital personal relationship with Jesus Christ and who encourages spiritual growth in the persons she/he works with and serves.
- Theologically grounded and biblically informed
- Advanced degree/equivalent experience in Music with emphasis in piano, organ, voice, and/or choral conducting;
- Demonstrated ability to read, compose, and improvise music;
- A minimum of 3 years of successful experience in worship and arts ministry leadership role or its equivalent
- Managerial experience to include budget and personnel management, and excellent administrative skills
- Excellent verbal and written communication skills
- Computer skills: Microsoft Word, Excel, PowerPoint, Google Drive, and online research platforms
- Ability to successfully pass background checks (criminal and sexual misconduct)

SALARY:

Competitive salary, commensurate with experience, and benefits (health, dental, pension, paid time off, etc.)

TO APPLY FOR POSITION:

Qualified persons should submit the following items:

- A formal letter of interest
- A resume or vitae
- A one (1)-page essay on his/her philosophy of the role of music and the arts in worship
- Three (3) letters of recommendation
- Online links to any supportive materials such as video or audio excerpts, news articles, worship programs, choir rehearsals or workshops, or participation in music/worship professional groups, etc., that illustrate evidence of ability and achievement.

Applications will only be received by email. All application materials should be attached as a complete package.

EMAIL ALL ITEMS TO:

musicsearch@fbcwinston.org

Applications will be considered on a rolling basis, and the position will remain open until filled.