Northern California Conference

**Job Description**

**DATE:** January 1, 2015

**LOCATION:**

**STATUS:** Part-time/Regular

**REPORTS TO:** Pastor

**Title:** Church Musician

**Wage/Salary:** $

**ERI Category:**

**Job Code:** D **Step:**

**SUMMARY:** Provides musical support to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Schedules and directs weekly and special rehearsals.
2. Oversees selection and directs special groups and solos.
3. Recruits new members for the music ministry.
4. Selects and coordinates congregational songs with sermon topics and seasonal themes.
5. Leads congregational singing.
6. Coordinates with band leader, praise team leader, and other directors of music groups.
7. Arranges for special music during every regular service – either by adult choir, special musical groups, soloists, youth or children’s choirs.
8. Maintains musical instruments and arrange for tuning and upkeep.
9. Organizes and maintain choir robes.
10. Meets with music committee monthly.
11. Meets with the pastoral staff once a week to coordinate music for upcoming Sabbath.
12. Plans and directs Christmas and Easter musicals.
13. Coordinates with sound technician as needed.
14. Performs other related duties as assigned by supervisor

**JOB REQUIREMENT:**

This position requires strict confidentiality. The employee must refrain from accessing confidential information not specifically required for his/her duties. The employee must refrain from releasing confidential information to individuals who are not authorized to receive information and from discussing sensitive information with coworkers, friends, family members, or other associates without a legitimate “need to know” and/or proper authorization. The employee must follow documented protocols in transmitting confidential information.

**JOB SPECIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability, and physical requirements necessary to perform the job.

**Education and/or Experience**

A high school diploma or its equivalent is required, and two or more years of college are preferred. (Another equivalent combination of education and experience may be substituted.)

**Language Skills**

Must be able to read and write functional English.

**Mathematical Skills**

Must have knowledge of basic math.

**Computer Skills**

Must have knowledge of basic computer skills.

**Reasoning Ability**

Must be able to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Must possess the ability to deal with nonverbal symbolism and a variety of abstract and concrete variables.

**Certificates, Licenses, Registrations**

None required. (Must be a member of the Seventh-day Adventist Church, in good standing.)

**Other Skills and Abilities**

Must be able to relate to diverse groups of people (cultural, gender, age, etc.). Must be a team player and be able to work in a team-like environment. Must have good written and verbal communication skills, as well as the ability to listen carefully. Must possess adaptability and demonstrate creative responses to setbacks and obstacles. Must show personal management and motivation to work toward goals. Must demonstrate group and interpersonal effectiveness, cooperativeness, and teamwork, and be able to negotiate disagreements. Regular attendance is required.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee must occasionally lift and/or move up to 30 pounds. (Assistance should be requested when lifting requirements exceed 30 pounds.) Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment**

The work environment is usually an office setting with a moderate noise level. Essential responsibilities are performed primarily in a sedentary and comfortable manner. Work area is well lighted and ventilated. Overtime is not permitted without supervisor’s prior approval. A workday is 9.5 hours worked between 7:00 a.m. and 6:00 p.m. Monday - Thursday.

\* \* \* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.