

NORTHSIDE DRIVE BAPTIST CHURCH

Job Description for Director of Music (part-time)

August 1, 2025

Principal Functions: The Director of Music is responsible for all aspects of the music ministry of NDBC and works under the direction and supervision of the Pastor. The NDBC Personnel Manual provides guidance regarding church and employee policies and behavior.

Detailed Responsibilities:

- Attend regular worship planning meetings with the Pastor; assist in worship planning with an understanding of the music repertoire, capabilities, and expectations of church leadership and congregation; collaborate with the Pastor in planning worship services and Holy Seasons two months in advance
- Plan music for Sunday morning worship services, which usually will include selection of hymns and choral music to complement the lectionary; recruit current church members and potential new members for occasional musical presentations that provide diversity for services when the Sanctuary Choir does not sing an anthem
- Conduct the Sanctuary Choir in rehearsals, worship services, and special musical presentations; hire, supervise, and discharge, if necessary, staff singers and soloists who perform with the Sanctuary Choir or separately during worship services; hire and coordinate instrumentalists, as appropriate, for special presentations; consult regularly with choir members concerning choir rehearsals and choral music selection
- Assist with planning, enlistment of participants, and implementation of seasonal church-wide services and events (e.g., Advent, Christmas, Lent, and Easter)
- Commit to a work schedule that includes preparation for and presence at Sunday morning worship services and Sanctuary Choir rehearsals on a designated weeknight; coordinate the work schedule and office hours at the church with the Pastor
- Prepare the annual music ministry budget for approval by the Worship & Music Ministry Team (W&M Team); monitor expenditures for music ministry activities to ensure that expenditures do not exceed budgeted amounts
- Attend meetings of W&M Team; collaborate with W&M Team regarding special music planning and worship education; when requested by the Pastor or Personnel committee, attend Church Council meetings
- Supervise the church organist in consultation with the Pastor and Personnel Committee; inform the church organist of all choral and congregational music for worship services at least two weeks in advance

- Arrange for maintenance and tuning of the Sanctuary organ and church pianos
- Consult with the Pastor regarding planning for, and possible participation in, music for weddings and funerals; when requested, identify soloists or instrumentalists to perform at such events
- Serve as liaison between NDBC and the Atlanta community regarding music activities; address requests for NDBC's participation in community music activities

To apply, please send your resume to:

Beth Laxton, Chair

Personnel Committee

Laxton2125@charter.net