

# JOB POSTING



羅省第一華人浸信會  
FIRST CHINESE BAPTIST CHURCH  
LOS ANGELES

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## Music Minister

**Employment Status and Hours:** Exempt; Regular Full-time

**Prepared Date:** June 6, 2020

**Reports to:** Senior Pastor

**Typical Work Schedule:** 40 hours per week; frequent Sunday meetings and activities

**Job Summary:** Provide spiritual leadership, plan, organize, direct, execute, train, develop and evaluate the music ministry for the entire church.

**Delegated Authority:** Lead and develop the music ministry programs of all age groups under the supervision and direction of the Senior Pastor.

### DUTIES AND RESPONSIBILITIES:

1. Teach spiritual principles/perspectives for music ministry.
2. Develop and oversee a spiritual and relevant music ministry at FCBCLA.
3. Support the Senior Pastor and collaborate with other pastoral staff members to promote the vision and ministry direction of the church.
4. Assist Pastors/Ministers in planning Sunday worship services, church wide celebrations, seasonal programs and events; be responsible for the selection of worship music and personnel.
5. Shepherd, oversee, recruit, train and deploy Music Ministry personnel.
6. Be a spiritual model to those who serve in music ministry.
7. Lead the Music Ministry Team to determine the goal, direction, organization, programs, and annual budget of the Music Ministry.
8. Train and assign worship/song leaders, worship teams, song leaders, pianists, organists for worship services, church wide gatherings, church prayer meetings and provide assistance to other ministries as appropriate (e.g., church retreats).
9. Responsible for music ministry administration, copyright of songs, purchase and maintenance of music, music literature, musical instruments, equipment, choir robes, and other supplies.
10. Oversee, coordinate/direct all church choirs, musical groups, and orchestra.
11. Oversee and supervise paid music personnel (if applicable) and volunteers.
12. Attend pastoral staff, deacons', members', and prayer meetings.
13. Maintain regular working hours; be compliant with church policies and procedures.
14. Perform other duties and tasks as assigned by the Senior Pastor.

## **WORKING RELATIONSHIPS:**

As a member of the pastoral staff, the Music Minister will have daily contact with the church office staff including maintenance, administrative staff members and various elected/appointed committees, as well as frequent contact with lay workers. On many occasions, members of the pastoral staff will have contact with third parties on behalf of the church. In all instances, pastoral staff members must maintain a professional and spiritual decorum in all contacts and communications (both written and oral) with all parties.

## **MINIMAL QUALIFICATIONS AND REQUIREMENTS:**

### **Education:**

Master's degree in Church Music from a seminary or equivalent experience; must have completed a total of 15 seminary credit hours on Bible, theology, worship and spiritual formation.

### **Knowledge and Work Experience:**

1. Minimum two years of experience as a music minister
2. Ministerial experience in a North American church a plus

### **Skills and Requirements:**

1. Proficient in keyboard and vocal skills
2. Able to recruit and train music personnel
3. Well organized with good communication skills
4. Practices and models good people skills as a shepherd
  - a. Works with individuals and groups as a team player
  - b. Handles problems and conflicts with sound discernment
  - c. Proactive in resolving issues and conflicts
  - d. Teachable, personable, approachable and available
  - e. Compassionate and caring for believers and non-believers
  - f. Encouraging and supportive
5. Leads effectively
  - a. Communicates and acts with integrity
  - b. Initiates, organizes, leads, and delegates
6. Familiar with digital technology and electronic media
7. Sensitive to the different cultures within FCBCLA
8. Able to work with different age and language groups
9. Open to different worship styles

### **Language Skills:**

Must be proficient in English (written and verbal) and Chinese (written and verbal; preferably Cantonese with the ability to speak Mandarin a plus).

### **Certifications or Licenses:**

Ordination not required.

### **WORK CONDITIONS AND PHYSICAL REQUIREMENTS:**

1. Able to operate computer and standard office equipment
2. Physically fit to perform duties normally expected of a pastoral staff member

### **ACCOUNTABILITY**

1. Acknowledges and agrees to abide by FCBCLA's Constitution and By-laws and Statement of Faith
2. This position is a member of the FCBCLA pastoral staff and is supervised by the Senior Pastor

### **CANDIDATE PROFILE:**

1. Calling and Commitment
  - a. Must be a born-again Christian
  - b. A confirmed calling by God into music ministry
2. Character
  - a. Exhibits Christ-like behavior in humility, prayer, and speech
  - b. Pursues personal holiness

*Salary is commensurate with experience. This job description is intended to convey information essential to understanding the scope of this position and not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is subject to change by the supervisor as the needs of the church and requirements of the job change.*

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