Job Description

Music Director and Choir Director of The Martin Luther King, Sr. Choir

Classification
Exempt

Reports to
Director of Worship & The Arts

Date
October 2019

JOB DESCRIPTION
Music Director and Choir Director of The Martin Luther King, Sr. Choir (September 2019)

Summary/Objective
Music Director and Choir Director of The Martin Luther King, Sr. Choir
Provides musical and administrative leadership for the musicians (also referred to as the band) and The Martin Luther King, Sr. Choir and will work with the Director of Worship & The Arts, Senior Pastor, Executive Pastor, Associate Pastors, and choir and ensemble directors to ensure order, structure, and harmony among all aspects of worship within the historic Ebenezer Baptist Church and other ministry events as required.

Essential Functions

- Provide the kind of balanced, sensitive musical accompaniment that maximizes the flow of worship during a well-planned worship service (e.g., preaching moments, high praise, introspective worship moments, etc.).
- Serve as another set of eyes and ears for the Director of Worship & The Arts; be aware of his/her surroundings and in touch with the Senior Pastor, Worship Leader, and congregation for direction on where the music should go in that moment.
- With direction from the Senior Pastor or Director of Worship & The Arts, facilitate changes musically in the worship service.
- Add unity and strength to those ministering in music during worship by verbally communicating upcoming sections in the service and facilitating any musical changes that might occur.
- Verbally and/or visually cue sections, changes, feels, and builds so they release at the right time.
- Communicate with the Director of Worship & The Arts and choir directors to determine desired musical selections for each worship service and for other events.
- Serve as keyboardist (piano, Hammond organ, electric keyboards) for all Sunday worship and midweek services as designated.
- Report at 7:45 a.m. Every Sunday morning and begin a music review with the band at 8:00 am.; on 2nd and 4th Sundays, The Martin Luther King, Sr. The choir will be included in the music review at 8:00 am.
- Accompany rehearsals as designated.
• Provide direction to a team of musicians in the EBC rhythm section (e.g., drummer, bass player, guitar, and other keyboard/piano musicians).
• Schedule and lead weekly band rehearsals; ensure the accuracy of all assigned repertoire is learned and polished by musicians.
• Provide direction to additional musicians as needed (e.g., trumpet, saxophone, etc.).
• As the Choir Director of The Martin Luther King, Jr. Choir, schedule and lead three or four, well-organized, two-hour rehearsals each month. Rehearsals normally begin at 7:00 p.m. and end at 8:30 p.m. on Tuesdays and other approved days.
• Lead The Martin Luther King, Sr. Choir in ministering music during worship services (usually 2nd and 4th Sundays), including all hymns, service music, and Praise & Worship music.
• When requested, teach selected repertoire to the other choirs, particularly the Celebration Mass Choir, as necessary.
• Disseminate all repertoire (scores, MP3s, links, etc.) to musicians in a timely manner (no less than 7 days prior to service/event) to allow adequate practice time each week for thorough preparation of all repertoire ministered for designated worship services and events.
• As choir director, email song titles, composers, soloists’ names, and other requested information to Director of Worship & The Arts in a timely manner for effective preparation of the bulletin and worship flows. Consult Director of Worship & The Arts for specific deadlines, forms, and so on.
• Select appropriate choir music that aligns with the worship culture and/or theme(s) of Ebenezer Baptist Church services or seasons of the Christian Calendar Year.
• Support the church’s dynamic worship environment through well-prepared execution of all music, which includes the accurate leadership of hymns, Praise & Worship music, and other music offered by the choir and congregation.
• Assign, develop, and coach soloists within the choir.
• Provide musical and administrative leadership for the planning and execution of the Choir’s Annual Scholarship concert (fourth or fifth Sunday in June).
• Allow adequate practice time each week for thorough preparation of all repertoire ministered for designated worship services and events (including but not limited to anthems, hymns, spirituals, choral, traditional gospel, contemporary gospel, Christian Contemporary Music, and other sacred music styles).
• May assist Director of Worship & The Arts and choir directors with special arrangements, depending on ability.
• Support the goals, visions, and leadership set forth by the Senior Pastor, the Director of Worship & The Arts, and the choir and ensemble directors.
• Must be functional as a solid musician and work diligently as a band leader, choir director, and team member of Worship & The Arts.
• Keep abreast of current music methods, techniques, technology, materials, and promotions in order to utilize them when and where appropriate.
• Have knowledge of Ebenezer’s organizational structure, workflow, and operating procedures.
• Have knowledge of the Worship & The Arts team’s structure, workflow, core standards, and operating procedures.
• Provide leadership in planning and carrying out the goals and objectives of the band and choir in conjunction with the Director of Worship & The Arts.
• Ensure that the instruments are in good working condition and report any problems to the Director of Worship & The Arts in a timely manner.
• Ensure band members are aware of scheduled choir rehearsals to accompany.
• Ensure band members are aware of all additional services (e.g., revivals, Watch Night/New Year’s Eve, pastoral engagements, etc.).
• Ensure that choir members are aware of scheduled Mass and/or combined rehearsals, services, and engagements.
• Assist with the recruitment and addition of new band members; identify, recruit, and retain choir members.
• Facilitate attendance and punctuality rules.
• Assist with solidifying qualified substitute musicians for other band members.
• Adhere to all copyrights, permissions, and license requirements for music use by band and choir.
• Provide input for evaluation and supervision of assigned staff.
• Create activities that foster the spiritual growth of the musicians and choir members.
• Perform all other related duties and assignments as deemed necessary.
• Required to attend all Worship & The Arts Team meetings, Staff & Lay Leadership Development, worship planning meetings and production meetings convened and/or assigned by the Director of Worship & The Arts and the Senior Pastor.
• Follow all Ebenezer Baptist Church HR Policies & Procedures.

Competencies

• Must be able to lead and direct an instrumental ensemble/band and choir.
• Must possess a working knowledge of the piano, Hammond organ, electric keyboards, and voice.
• Maintain knowledge of the most current technology or other advances relating to keyboard instruments.
• Must have excellent sight-reading/chart-reading skills and the ability to play, teach, conduct, and direct music representative of the genres used in worship at the historic Ebenezer Baptist Church: anthems, hymns, spirituals, choral, traditional gospel, praise and worship, contemporary gospel, Christian Contemporary Music, and other music styles.
• Must have excellent skills in interpreting, learning, playing, and teaching music by ear to note without error.
• Should be capable of learning songs from pre-recorded sources and/or “on the spot” composition when sheet music is unavailable.
• Must be able to ad lib musically or extend playing and singing when directed.
• Possess strong techniques as a musician.
• Possess skills in transposition and improvisation.
• Experience with composing, arranging, writing, and sequencing music is encouraged.
• Ability to select and lead music theologically and artistically appropriate for collective worship services (e.g., during the pastoral prayer, worship flow moments, etc.).
• Punctuality, excellence, and diligence displayed in all levels of work and in management of others.
• Results driven with ability to encourage and promote team building and participation.
• Ability to promote cooperative and positive atmosphere for staff and volunteers.
• Follow written and oral instructions with little supervision.
• Must have effective written, oral, and communication skills to ensure productivity and excellence when communicating with all officers, musicians, and technical staff.
• Computer proficiency to include Microsoft Office and music-management systems.
• Active desire to seek continuing education and development in worship, music, and keyboards.
• The ability to deal maturely and calmly with the public; converse in a clear and pleasant manner.
• Must be flexible and able to adapt to various situations.

Supervisory Responsibility

This position supervises musicians, choir members, and volunteers.

Work Environment
This job operates in a church, community, academic, and professional office environment. This role routinely uses a piano, keyboard, Hammond organ, other standard musical instruments, and office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

**Position Type/Expected Hours of Work**

This is a part-time position. Days and hours of work are Sundays 7:45 a.m. To 2:00 p.m. and Tuesdays 6:30 p.m. to 8:30 p.m., except during rehearsals, special programs, and events during nights and weekends.

**Required Dates**

The Music Director/Keyboardist/Choir Director of The Martin Luther King, Sr. Choir will be expected to actively participate in the preparation and execution of worship on any special Sundays. In addition, the choir director is to actively encourage all members of The Martin Luther King, Sr. Choir to participate in the Celebration Mass Choir regardless of the Sunday or engagement, as they are all members of that choir as well. The required dates will be provided at interview.

**Time Off**

The employee shall receive four (4) Sundays per year, two of which can be Sundays The Martin Luther King, Sr. Choir ministers.

**Travel**

Travel in the Metropolitan Atlanta area is expected for this position.

**Required Education and Experience**

Degree and/or equivalent experience in church music, music performance, music education, or other related field.

High school diploma.

Five (5) years of experience working in music ministry leadership in a similar position.

**Preferred Education and Experience**

Degree or advanced degree in music, worship, education, and/or the arts.

**Work Authorization/Security Clearance**

Clear background screens.

**Other Duties**

Other duties as assigned by the Director of Worship & The Arts or Senior Pastor. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**EMAIL Resume:** careers@ebenezerchurch.us