



Metropolitan Baptist Church

1200 Mercantile Lane – Suite 115 B – Largo, Maryland 20774

Dr. George L. Parks Jr., Senior Servant

Dr. H. Beecher Hicks Jr., Senior Servant Emeritus

Job Title:

Director of Music and Arts

Job Class:

- Full-time, includes weekend hours; comprehensive
- benefits package is available

Report To:

- Senior Pastor or Executive Pastor

FLSA:

- Exempt

Metropolitan Baptist Church is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, nation origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

www.metropolitanbaptist.org



PHILOSOPHY OF WORSHIP

To engage God intentionally and intensely through dynamic worship experiences, embracing the full range of genres of music spirituals, hymns, choral, gospel, and praise and worship that are unique to the black church. Worship is anchored in a full range of Biblical preaching evangelizing, equipping, and empowering for human flourishing and support of the institutional church.

Curating an atmosphere that facilitates a meeting with God through freedom of expression that is steeped in African experience lifting the mind and spirit through worship excellence.

OVERVIEW

The Director of Music and Arts serves under the Senior Pastor to skillfully align music and arts with the pastoral vision for worship. Incumbent has primary responsibility for the planning and development of multi-generational music and fine arts and worship ministries of the Church, providing input into all events and services which require music, and other duties as requested by the Senior Pastor.

RESPONSIBILITIES, DUTIES, AND ACTIVITIES INCLUDE:

Worship

- **Worship Planning:** Collaborate with the Senior Pastor to create worship services that highlight God's worth and Jesus Christ's redemptive work, inspiring the congregation to live for God's glory.
- **Participation:** Engage in weekly and holiday worship services.
- **Repertoire Selection:** Use knowledge of worship theology and the liturgical calendar to choose suitable music for the year.
- **Leadership:** Provide balanced musical leadership that enhances worship flow, including preaching moments and varied worship moods.
- **Support:** Act as an advisor to the Senior Pastor, staying attuned to congregational needs and guiding musical direction.
- **Virtual Services:** Lead and produce music for virtual services, including post-production tasks.
- **Team Coordination:** Strengthen the music team by guiding transitions and facilitating musical changes during services.
- **Congregational Singing:** Direct or delegate congregational singing at regular worship services.
- **Special Services:** Consult with families to select music for weddings, funerals, and other special events.

Music

- **Music Selection:** Choose music, including hymns, choral repertoire, and praise & worship music that glorifies God, is spiritually appropriate, and ministers to the congregation, including traditional and contemporary styles for various settings and ensembles.
- **Choral Conducting:** Demonstrate expertise in choral conducting and a thorough knowledge of both religious and secular music.
- **Service Planning:** Plan music to align with sermon series, church seasons, and special services (e.g., Christmas Eve, Easter, etc.), using the liturgical calendar.
- **Repertoire and Instruction:** Select, teach, and rehearse music for various vocal and instrumental groups, ensuring accurate preparation and skill enhancement.
- **Special Presentations:** Recruit, rehearse, and conduct orchestras for special events, such as cantatas.
- **Collaboration:** Communicate with choir directors and instrumentalists to select and prepare music; provide scores and recordings in a timely manner.
- **Additional Duties:** Assist with special arrangements, serve as an instrumentalist, accompany rehearsals, and support virtual worship service post-production, including overdubs.

Leadership

- **Support Senior Pastor:** Assist the Senior Pastor and meet regularly to discuss music and liturgy design and execution.
- **Commitment:** Uphold the Church's vision, mission, leadership, and community.
- **Music Program:** Oversee the planning, organization, and evaluation of a comprehensive music program, including soloists, ensembles, choirs, and instrumentalists.
- **Communication:** Maintain open communication with the Pastor and/or their designee.
- **Supervision:** Manage and support the work of music staff and guest instrumentalists, including the Organist, Handbell Choir Director, and others.
- **Standards:** Model and uphold core worship standards, demonstrating musical excellence and spiritual leadership.
- **Presence:** Maintain strong spiritual and professional rapport with staff, volunteers, and the congregation.
- **Rehearsal Coordination:** Prepare and communicate rehearsal schedules for all ensembles.
- **Musician and Leader:** Be a skilled musician with basic skills for playing the piano, Hammond organ and keyboard.
- **Meetings:** Attend Church Staff and Worship Ministry Team meetings.
- **Continuing Education:** Stay updated on music methods and materials.
- **Interaction:** Engage positively with staff, leaders, and volunteers.
- **Recruitment and Training:** Identify, recruit, and train gifted individuals for the music ministry.
- **Substitutes:** Manage and approve substitutes for directors and instrumentalists.
- **Collaboration:** Work with local and national music leaders to promote mutual interests



Administration

- **Understand:** Know the church's structure, workflow, and procedures.
- **Develop:** Create the Worship and Creative Arts Ministry team's structure, workflow, standards, and procedures.
- **Budget:** Create, present, and manage the music ministry budget in alignment with the church's vision; report variances to the Finance department and Senior Pastor.
- **Oversight:** Oversee the purchase, maintenance, and replacement of music equipment and supplies.
- **Planning:** Update and communicate the ministry planning schedule; lead music staff and worship planning meetings.
- **Library:** Supervise and manage the music library inventory.
- **Collaboration:** Work with the Creative Director on copyrights, permissions, and maintaining the Church's CCU license.
- **Materials:** Ensure availability of materials for choir and ensemble members.
- **Staff:** Contribute to the evaluation and supervision of staff.
- **Communication:** Coordinate music-related announcements with the Church Office and Director of Communications.

Qualifications and Skills

- ◇ **Education:** Undergraduate degree in Music or related field, or equivalent experience.
- ◇ **Experience:** Minimum of five years directing a comprehensive church music ministry, or equivalent education and experience. At least three to five years leading choral and instrumental ensembles.
- ◇ **Skills:**
 - Experience in worship planning and leading services.
 - Proficiency in a variety of music styles and instrumental techniques.
 - Technical mastery in conducting, musicianship, and leadership.
 - Knowledge of current technology and advances in music.
 - Ability to read, transpose, and improvise music; experience in composing and arranging is a plus.
- Capability to learn music by ear and adapt on the spot.
- Strong organizational, interpersonal, and communication skills.
- Proficiency in Microsoft Office and music management systems.
- Commitment to ongoing education in music and worship.
- ◇ **Additional Requirements:**
 - Respect and effective work with diverse staff and volunteers.
 - Strong project and time management skills.
 - Ability to promote team building and a positive environment.
 - Flexibility to assume additional duties and support other church locations.
 - Willingness to travel and work evenings and weekends.
 - Ability to pass background and security checks.

OTHER DUTIES

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.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The usual and customary methods of performing the job's functions require the following physical demands: requires significant fine finger dexterity, sitting for extended periods, walking, bending, standing, and lifting up to 15 pounds. In addition, some carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling. Specific vision abilities required by this job include close vision and distance vision.

QUALITIES

One who maintains a vital personal relationship with Jesus Christ and who encourages spiritual growth in the persons she/he works with and serves. A sensitivity and heart for personal worship and facilitating thoughtful, diverse and, engaging corporate worship and music experiences and opportunities. Must possess a servant's heart; the ability to be flexible; self-starting spirit. Must demonstrate high integrity. Must demonstrate a commitment to the mission, vision, ministry and values of Metropolitan Baptist Church.

METROPOLITAN BAPTIST CHURCH

is a vibrant, multicultural congregation whose vision is as broad as the grace of God. We are a church in transition, building on the strength of our historic past while claiming the new location for ministry that God has given to us. We are developing a ministry to families with a continuing emphasis on the social dimensions of the gospel. Come grow with us as we seek to Become the Kingdom of God on earth.

CHECK US OUT

Website:

www.metropolitanbaptist.org

Facebook:

<https://www.facebook.com/MetropolitanBaptistChurch>

YouTube:

<https://www.youtube.com/@MetropolitanBaptistChurch>

Instagram:

[@themetchurchdmv](https://www.instagram.com/themetchurchdmv)

TO APPLY FOR THIS POSITION

Prospective candidates should submit:

- a cover letter (not to exceed 1 page)
- a resume or curriculum vitae (not to exceed 4 pages).
- a two-page, double-spaced statement summarizing their philosophy or vision of church music and worship
- contact information for three (3) professional references
- links to videos, audio recordings, websites, publications, online resources, or other evidence of leadership, musicianship, and ministry accomplishments. Preference is for candidates to send links only. For large video/audio files, consider sharing a link(s) to a file-sharing program such as DropBox, Google Drive, Microsoft OneDrive, iCloud Drive, or Adobe.

All requested materials should be sent together to jobs@drtonymcneill.com. Primary consideration will be given to candidates who submit all materials by **11:59pm, October 15, 2024**. Questions related to applying for this position should be directed to Dr. Tony McNeill, Worship Arts Consultant, at info@drtonymcneill.com.