

**Madison Baptist Church  
Madison, NH**

**Director of Music Job Description**

I. Provide organ and piano music for church related activities, including all Sunday services and special seasonal services. Work creatively and collaboratively with the Pastor by selecting anthems reflecting the theme of the service. Encourage the musical aware/appreciation of the congregation by inviting them to participate, whether in performing or just selecting hymns.

a. Sunday Services: Typically for the Sunday services there would be a prelude, three hymns, Gloria Patri, music during collection, Doxology, and a postlude. We also usually have an enthusiastic singing of Happy Birthday. The Director plays background music during the monthly communion service and improvisational music during special moments, such as prayer, when required.

b. Special Services: This includes Christmas Eve, Easter, and any other seasonal services as requested by our Pastor. Our Christmas Eve service has a great amount of music led by the Director. These include the choir, the bell choir, and the congregation. Special music is also planned and provided for our Easter service.

c. Summer Sunday Services: Typically during the summer we have two services. The house band plays for the first service and has not in the past required the services of the Director. The regular 10:00 AM service is conducted without the choir, which is off for the summer. The Director is responsible for finding special music for the anthem for the 10:00 AM services and be available for rehearsal with soloists if needed.

d. Old Home Week Sunday Service: This takes place at the Silver Lake town beach in August during Madison Old Home Week. The Director will provide special music for that service. Ideally, a keyboard has been used, which may or may not involve the Director.

II. Choirs: The Director must be able to work creatively with the varied abilities and attendance of the members, but needs to enforce (as best as possible) the protocol for rehearsals.

Choir: Typically, except for summers, the choir presents an anthem during the service. It practices on Wednesday evenings at 7:00. The Director selects anthems, coordinates and accompanies the rehearsal. They also have a short rehearsal prior to the Sunday services

Bell Choir: The bell choir meets most Sundays, except summers, after church for rehearsals. The Director selects music and directs the rehearsals. From time to time the bell choir takes part in the services by playing Prelude, Postlude, Anthem, Offertory or Special Music. Participants help to set up, polish and take care of bell paraphernalia.

III. The Director oversees maintenance needs of the church musical instruments and the music libraries. Funds for those are included in the church budget.

IV. Weddings and funerals. From time to time there are requests for organ music at weddings or funerals. Our Pastor arranges for coverage for those and the families pay for piano or organ services.