

Minister of Music

St. Luke African Methodist Episcopal Church, New York, NY 10031

Job Description

Summary

Develop and maintain a comprehensive, balanced music and creative arts program for the church by performing the following duties:

Essential Duties and Responsibilities

(Other duties may be assigned)

- Provide direction and leadership to musicians, and fine arts ministries.
- Administrative manager for all departments
- Work with Pastor to coordinate Sunday and Wednesday worship services and the program for all special services at the church such as weddings, funerals, and ordinations; and coordinate the activities of Worship staff and volunteers.
- Interface with other church leaders coordinating events and programs.
- Audition and select members for groups.
- Select music to accommodate talents and abilities of groups and to suit the type of performance to be given.
- Execute worship department projects (i.e CE Media Project, Worship departmental project start-ups and training.)
- Ensure availability of a musician to play instruments for all worship services and other designated church events.
- Ensure proper maintenance of all church musical instruments.
- Develop and manage budgets, processes and accounting systems.
- Plan/coordinate campus wide music requests and scheduling (approving and scheduling music services).
- Schedule musicians, choirs, and praise teams for services.
- Plan Arts Institute fall and spring sessions.
- Complete St. Luke's leadership requirements as outlined by the ministry.

Supervisory Responsibilities

Directly supervise employees and volunteers. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality - Is consistently at work and on time. Ensure work responsibilities are covered when absent. Arrive at meetings and appointments on time.

Cost Consciousness - Work within an approved budget. Develop and implement cost saving measures. Contribute to profits and revenue. Conserve organizational resources.

Customer Service - Demonstrate the ability to manage difficult or emotional customer situations. Respond promptly to customer needs and service requests. Solicit internal and external customer feedback to improve service.

Computer Skills - Working knowledge of Microsoft Office Products.

Delegation - Delegate work assignments. Match the responsibility to the person. Give authority to work independently. Set expectations and monitor delegated activities. Provide recognition for results.

Dependability - Follow instructions, respond to management direction. Keep commitments. Willing to commit to long hours of work, when necessary, to reach goals.

Diversity - Demonstrate knowledge of EEO policy. Show respect and sensitivity for cultural differences. Educate others on the value of diversity. Promote a harassment-free environment. Build a diverse workforce.

Ethics - Inspire the trust of others by keeping commitments and working with integrity and ethically. Uphold organizational values.

Innovation - Display original thinking and creativity; Meet challenges with resourcefulness; Generate suggestions for improving work; Develop innovative approaches and ideas; Present ideas and information in a manner that gets others' attention.

Interpersonal Skills - Focus on solving conflict, not blaming. Treat others with respect. Maintain confidentiality.

Listen to and accept feedback from others and remain open to new ideas. Keep emotions under control.

Leadership - Exhibit confidence in self and others. Inspire and motivate others to perform well. Effectively influence actions and opinions of others. Accept responsibility for own actions and for subordinates' activities.

Managing People - Include staff in planning, decision-making, facilitating and process improvement. Make yourself available to staff. Provide regular performance feedback. Develop subordinates' skills and encourage growth.

Foster quality focus in others. Continually work to improve supervisory skills.

Mathematical Skills - Ability to apply concepts of basic algebra and geometry and to present numerical data effectively.

Oral Communication – Communicate primarily in English. Speak clearly and persuasively in positive and/or negative situations. Listen to get clarification. Respond well to questions. Clearly communicate ideas in a group during meetings and when making presentations.

Planning/Organizing - Prioritize and plan work activities. Use time efficiently. Plan for additional resources. Set goals and objectives. Organize or schedule other people and their tasks. Develop realistic action plans.

Problem Solving - Identify and resolve problems in a timely manner and demonstrate the ability to develop alternative solutions. Gather and analyze information skillfully. Work well in group problem solving situations.

Demonstrate reason even when dealing with emotional topics.

Professionalism - Approach others in a tactful manner by showing respect and consideration regardless of status or position. React well under pressure.

Project Management – Coordinate and develop project plans and manage project team activities. Communicate changes and progress. Complete projects on time and within a set budget. .

Reasoning Ability - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Safety and Security - Observe safety and security procedures. Determine appropriate action beyond guidelines.

Report, potentially, unsafe conditions. Use equipment and materials properly.

Teamwork - Balance team and individual responsibilities. Exhibit objectivity and openness to others' views. Give and welcome feedback. Contribute to building a positive team spirit. Put the success of the team above your own interests.

Build morale and group commitments to goals and objectives. Support everyone's efforts to succeed.

Written Communication -- Write routine reports and other correspondence clearly and informatively and can vary writing style to meet needs, primarily in English. Edit work for spelling and grammar. Read and interpret written information.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from a college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Appropriate college or advanced level music training is required.

Spiritual Commitment

All employees are expected to commit to Christ and to the philosophy, ministry, and vision of St. Luke AME Church and help the church to meet the spiritual, social, emotional, and physical needs of the church family.

Members are asked to commit to:

- Consciously pursuing spiritual growth by participating in the vital experience of the church

(Education, Fellowship, Outreach, and Worship).

- Faithfully give at least 10% of their income to the ministry of St. Luke AME Church.
- Faithfully serve in one of the ministries of the church in a volunteer capacity.
- Agree to read and function under the guidelines and authority of the Doctrine and Discipline of the AME Church.

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. In

Please submit a resume to info@thelueknyc.org by January 15, 2023.