

**Job Opening**  
**Director of Worship & Arts Job Description**  
**Broadview Missionary Baptist Church**  
2100 S. 25<sup>th</sup> Ave. Broadview, IL 60155

Broadview Missionary Baptist Church celebrates 55 years of vibrant ministry in the Western Suburbs of Chicago. Since 1969, Broadview MB Church has experienced transformative growth due in part to the dynamic leadership of her three previous shepherds. Broadview, affectionately known as “The View,” is now poised to enter her brightest chapter yet embracing a motto of *making disciples of every generation for generations to come*. BMBC is committed to witnessing further growth and development, especially through Worship and Arts.

Broadview Baptist Church is an emerging Church comprising nearly 1,500 members in the Western Suburbs of Chicago. Spanning five generations, ministry within this context is authentic, intergenerational, diverse, and biblically grounded. While rooted within the African American tradition, Broadview seeks to minister to all populations and demographics.

Broadview is prayerfully seeking a Director of Worship & Arts who will champion a highly organized and unifying vision utilizing music and arts to glorify God, connect with scripture, and enhancing each worship experience. A successful candidate will be able to plan and implement a dynamic worship experience in partnership with other music staff and volunteers. Creating a hunger for unity, the candidate will plan, manage, and ultimately lead the entire congregation with a spirit of excellence towards transformative spiritual growth through music.

**PRINCIPAL FUNCTION**

Guided by the mission of Broadview Missionary Baptist Church and the vision of the Senior Pastor, the Director of Worship & Arts will develop and maximize the arts (choral, instrumental, dance, and drama) through a culturally relevant, authentic, creative, and God-pleasing worship experience.

**DUTIES & RESPONSIBILITIES**

1. Assist the Pastor in planning worship services for the church and be responsible for selecting the music with attention to the liturgical and/or preaching calendar.
2. Lead and/or supervise the ensembles that make up the Worship and Arts ministries including:
  - Unity Choir
  - Chapel Choir
  - Missions Choir
  - Voices of Praise
  - Bridge Choir (Young Adult)
  - Praise Team
  - Male Chorus

- Youth & Children's Choir
  - Orchestra
  - Wings of Worship
  - Audio/Visual Ministry
3. Select music from all sacred, classical, traditional, and contemporary genres.
  4. Administer the business affairs of the Worship and Arts Ministry, including the development of a budget, overseeing expenditures, and projecting capital purchases, as well as the maintenance and care of all supplies, equipment, and musical instruments.
  5. Develop the Worship and the Arts ministry members by promoting, facilitating, and sponsoring occasional concerts, workshops, symposia, and retreats to enrich the Worship and the Arts staff, the church, and the community.
  6. Provide leadership and scheduling of music staff for special events, including but not limited to weddings, funerals, conferences, Vacation Bible School etc.
  7. Stay abreast of current art methods, materials, technology, and administration, utilizing them where appropriate.
  8. Cast and implement vision to develop future ministries or ensembles with the music ministry.
  9. May serve as worship leader and develop other gifted worship leaders to expand the team.
  10. Perform other duties as assigned by the Senior Pastor.

### **MINIMUM QUALIFICATIONS**

- A visible and vibrant personal relationship with Jesus Christ.
- Ability to play keyboard/organ and/or sing.
- Proven ability to guide and inspire others through music.
- Proven ability to teach music to small and large choral ensembles.
- Demonstrated ability to multitask and plan for future events.
- Excellent verbal and written communication skills
- Computer skills: Microsoft Word, Excel, PowerPoint, Google Drive, and online research platforms.
- Ability to successfully pass background checks (criminal and sexual misconduct).
- Bachelor's Degree.

### **PREFERRED QUALIFICATIONS**

- Master's degree in music
- Demonstrated ability to read, compose, and improvise music
- Prior experience serving on a music staff for a church of 1,000
- Proficient in DAW Software for live and studio settings

### **SALARY**

- Salary commensurate with experience
- Health and dental insurance
- Vacation
- Retirement

**TO APPLY FOR THIS POSITION, PLEASE SUBMIT**

- Cover Letter
- Resume
- Supportive materials, such as links to video excerpts, compact discs, DVDs, news articles, links, etc., that illustrate evidence of ability and achievement. These materials will not be returned.

**DEADLINE FOR SUBMISSION**

All materials should be postmarked by August 31, 2023. Applications will be reviewed until the position is filled.

**EMAIL APPLICATIONS TO:**

Email: [personnel@Broadviewmbchurch.org](mailto:personnel@Broadviewmbchurch.org)