



**FOUNTAINGATE CHRISTIAN ASSEMBLY**  
**MUSIC MINISTRY LEADER SCOPE OF MINISTRY**

**Purpose:** To ensure that the music is both scriptural in content and uplifting and sensitive to the leading of the Holy Spirit.

**A. TIME REQUIRED:** Three to four hours per week for a three year term.

**B. QUALIFICATIONS:** One who is well-organized, self-motivated and able to delegate and follow-up. One who has a keen ability to understand music and the needs of musicians.

**C. SPECIFIC RESPONSIBILITIES:**

1. Commune with the Lord through prayer and reading of the Word.
2. Answer directly to the Board of Directors.
3. Ensure that a bi-monthly sheet is completed noting when and where the musicians and singers will be involved on a weekly basis. This sheet is to be distributed to everyone involved in order that they can properly prepare themselves and added to the web site.
4. To work in co-operation with the Board of Elders when adding new members to the music team. All must be approved before being added onto the team.
5. New songs need to be handed to the Clerical Director in advance so the song can be added to the required Easy Worship data bases; it can be also be added to the main MS Excel Sheets and copies can be made of the song as well as with chords.
6. To ensure musicians arrive 1 ½ hour to set up and practice before the service. To ensure that each one is dressed appropriately and that they meet for prayer at least ½ hour before the service begins.
7. To prioritize the need for new musical equipment.
8. To ensure that the Music discs are kept updated and returned when finished. Since the CCLI License # on the music belongs to Fountaingate ONLY these cannot be used by any other organization without infringing on copyright laws.
9. To work closely with the Sound Board Ministry Leader to maintain a balanced sound.
10. To ensure that there is a close harmony between the song leader and the other musicians and singers. To emphasize the need to become a Team Player.
11. To oversee any additional practices and/or meetings that are deemed necessary.
12. To work in close harmony with the Specials Co-ordinator.

