

# MINUTES OF THE CALLED CHURCH CONFERENCE OF THE

## FIRST BAPTIST CHURCH

### RALEIGH, NORTH CAROLINA

MAY 23, 2021

#### Call to Order

Matt Bullard brought the May 23<sup>rd</sup> 2021 called conference to order and opened it with a prayer at 5:32pm.

#### Business

The conference was called to vote on hiring two new staff members—a Music Minister and an organist/music-assistant. JD Rhodes, chair of the Music Minister Search Committee, thanked the committee members: John Smith, Shelia Hite, Amy Galvin, Alan Taylor, Dennis Ellis, secretary Rhonda Rowe, vice-chair Mary Hauser, and staff representative Dr. Chris Chapman. A lot of hours were put in, but it was a labor of love. The search started in November of 2020. Several listening sessions were held. Chris Chapman reached out to two specialists for doing music ministry searches. We had a lot to offer candidates: a full-time music minister position. The position was posted to several specialized job search sites. January was set as the cutoff for resumes and we received almost 30 resumes. Warren Howell's resume was quickly put into the we-must-speak-with pile. A Zoom interview with Warren was held on February 27. We weren't looking for an organist but discussed with Warren in the second Zoom interview about his thoughts on the organist/music-assistant. His go-to was going to be his wife Maureen. The committee decided we needed to see them in person. They both flew down on April 30 and met with staff and committee. Not sure who was more excited—the staff or Warren. The next day they met with the organist search committee. It was a great experience. The offer made to Warren totals \$105,684.16 consisting of \$80,000 in salary, retirement (10%) of \$8,000, Platinum Blue Cross Blue Shield NC medical insurance, basic life insurance, basic accidental death and dismemberment insurance, long term disability insurance, and, if desired, dental insurance, was sent to him.

Rhonda Lowe, chair of the organist search committee, along with Barry Jones, Wyatt Yelverton, and Libby Barnes, under the guidance of Mary Alice Seals while she was our music minister, in the fall of 2019 started the search for an organist. Unfortunately we did not receive many good resumes. So, having insight into Mary Alice's retirement plans, the committee decided to look for an interim organist, letting the new Music Minister help guide the organist search. That led us to hire Sue Crocker as our interim organist/music/... During the Howells' visit Maureen gave us a demonstration of her skills, playing several of her own musical works, which was even more impressive than what we heard today during worship. We are offering/proposing a 15-hour-per-week role as organist and music assistant. The job description was written by Mary Alice before her retirement and approved by the committee. Other duties will be worked out with the Music Minister. Salary is \$20,000. Maureen is very excited about the opportunity since it will allow her to focus on music. They will start on July 1. Relocation expenses will be provided. They do not have a home that needs to be sold. Contact info for them will be provided.

A motion was made to hire Warren and Maureen with previously specified packages. It was seconded and passed unanimously. Thank you to JD and Rhonda. This is a very happy day in the life of FBC. Warren and Maureen were able to join the meeting by phone. They thanked us for our diligence and hospitality and are looking forward to joining us. Conference adjourned at 5:56pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "John". The letters are connected and fluid, with a large initial 'J'.

Church Clerk

A handwritten signature in cursive script that reads "Holborn". The letters are connected and fluid, with a large initial 'H'.

30/11/2024

## The First Baptist Church

99 N. Salisbury Street, Raleigh, NC 27603

**Our mission is to be a servant community of faith  
making disciples of Jesus Christ for the 21st century.**

### **Organist/Music Assistant Job Description**

**Principle Purpose:** Under the supervision and in collaboration with the Minister of Music, the Organist/Music Assistant shall plan and lead worship music and education programs of the church.

#### **Responsibilities:**

- A. The Organist/Music Assistant is responsible for playing worship service music and accompanying choirs as assigned. This includes:
  - a. Selecting music for prelude and postlude in consultation with the Minister of Music.
  - b. Playing for all worship services of the church, both regular and special.
  - c. Discussing rehearsal plans with the Minister of Music.
  - d. Accompanying regular rehearsals of the Sanctuary Choir and other church choirs as needed.
  - e. Playing for extra rehearsals of church choirs in preparation for special performances.
- B. The Organist/Music Assistant is responsible for playing for and accompanying for special events, including:
  - a. Weddings and funerals upon requested, counseling couples and families in regard to appropriateness of instrumental selections.
  - b. Soloists or special choral groups
  - c. Special performances of the Sanctuary Choir and other church choirs.
  - d. Other special events planned by the Ministerial Staff of the church.
- C. The Organist/Music Assistant is responsible for leading church musical groups and choirs as assigned, in accordance with the Organist/Music Assistant's qualifications/expertise. Examples include:
  - a. Childrens' choirs
  - b. Youth Choir
  - c. Bell Choirs

#### **Qualifications:**

- A. Bachelor of Music Degree required, Master's Degree preferred
- B. Experience in sacred music leadership within a congregation
- C. Has superior accompanying and sightreading skills at the organ and piano
- D. Possesses rich appreciation for church hymnody
- E. Understands of how music fits into an inclusive view of the total church and its worship
- F. Committed to developing relationships through music ministry
- G. Is an effective teacher, using developmentally appropriate methods of instruction
- H. Committed Christian and active member of First Baptist Church, with demonstrated faith that is compatible with the Church's mission and ministries

## **Other Important Information:**

This position is a part-time position, requiring approximately 15 – 20 hours per week. The Organist/Music Assistant may utilize the facility for lessons and recitals of private students as desired and at times that do not conflict with the events and activities of the congregation.