Asbury United Methodist Church

Job Description: **Contemporary Music Director**

*Vision: “Asbury United Methodist Church is where the Word of God and Love of Jesus Christ is shared with all, building God’s kingdom, one life at a time.”*

*Mission: “Asbury United Methodist Church welcomes all to become disciples that worship, grow, serve, and share God’s love in Jesus Christ.”*

***All employees of Asbury United Methodist Church are expected to live******according to the highest ideals of Christian faith and behavior.***

**Purpose:** Music is one of the highest forms of expression of worship. As such, the director of music will strive to enhance the contemporary worship at Asbury United Methodist Church in order to bring spiritual depth to our worshipping community. The director will organize the musical expressions of our worship through vocal and instrumental means, working with the Senior Pastor and other Worship Team members to provide meaningful enhancement to the liturgy maintaining the contemporary nature of this particular form of worship.

**Qualifications and Skills:**

* Ability to read and direct music
* Ability to organize and direct a contemporary Praise Band for worship
* Proficient in vocal and/or instrumental music, piano or keyboard preferred
* Able to communicate and work effectively with others
* Ability to be present at all contemporary worship services
* Knowledge of current and contemporary music

**Hours Expected:** Hours will vary depending on liturgical season but should average 4-6 hours per week including actual worship time.

**Accountability:**

* Serves as a regular, part-time employee of the church's paid staff team
* Accountable as part of the Worship Team
* Reports to Senior Pastor and Staff/Pastor Parish Relations Committee (S/PPRC)
* An annual review will be conducted by the SPRC.

**Responsibilities**:

* Work with the Senior Pastor to provide a meaningful worship each Sunday.
* Responsible for recruiting a team of volunteer musicians and singers
* Organizing and directing regular rehearsals to prepare for the weekly service year-round.
* Is the lead musician to accompany the performers at each service.
* Meets with the Pastor and Worship Team to plan the weekly worship service on a regular basis.
* Maintains the church’s music in an organized way.
* Responsible for giving information to the church secretary by the bulletin deadline (currently Monday morning) about the music that will be featured in the service.
* Works with the Tech Team to exchange information needed to provide meaningful worship through the interface of music and technology
* Responsible for submitting a budget request to the Finance Team for all music and music-related supplies needed for the contemporary worship service for the upcoming budget year.
* Responsible for understanding the budget and keeping expenses within the designated amount.
* Play at special services and special programs which include, but are not limited to:
  + Christmas Eve Services
  + Holy Week Services (Maundy Thursday, Good Friday, etc.)
  + Baccalaureate service, when held at Asbury
  + Community Thanksgiving service, when held at Asbury

**Benefits:**

* The employee will be paid monthly on the last Friday of the month.
* There will be 2 paid sick days per year. In the event of illness, the music director will contact the Senior Pastor if they are unable to be present at worship for any reason. They will direct one of the music team members to lead the worship music at the worship service.
* Vacation: There will be Three Sunday’s and Three Weekly designated rehearsals paid vacation times per year. (These are not to be taken at Easter or on Christmas Eve). All vacation must be requested 14 days prior to dates of anticipated vacation. (coverage of duties, if needed, is responsibility of employee)

**Termination:**

* If the employee plans to terminate their services, 60 days written notification is required.
* If Asbury United Methodist Church plans to terminate their services, 60 days written notification is required.

7/2021

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Employee

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

S/SPRC Chairperson

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor