# Asbury United Methodist Church

### Director of Music Job Description

#### Updated Spring 2018

## The role of the Director of Music is to:

* Conduct weekly choral rehearsals and direct the choir at special musical offerings September Through May
* Conduct weekly service music with chancel choir and other special services throughout the church year.
* Maintain a record of music and financial needs
* Conduct bi-monthly music committee meetings
* Work with various committees of the church related to music
* Organize and plan special musical events
* Maintain a Special Music Schedule For the Summer
* Update the congregation on Musical Events
* Update the trustees on statuses of musical instruments and desires
* Coordinate tuning for all instruments with tuners and organist/accompanist
* Coordinate with the Worship Committee to discuss suggestions/desires in worship
* Coordinate a substitute organist/accompanist or director if unable to be at a service
* Update the secretary weekly of music to be offered by Monday each week.
* Seek expansion of the music program as needs arise (Children’s Choir, Children’s Chimes).

## Please Note:

The SPRC will conduct annual performance reviews yearly to ensure the Director of Music’s duties are being fulfilled.

There will be Three Sunday’s and Three Tuesday paid time vacation times per choir year (September through May). (These are not to be taken at Easter or Christmas Eve)

Requests not including illness must be made 14 days prior to requested time off.

There will be two paid sick day’s per year. In the event of illness the Director of Music must contact the pastor and organist to notify them and provide coverage.

Sick Time and Vacation are not Cumulative

Sixty Days notification is required from the Director of Music if they plan to resign.

Sixty Days notification will be given from the SPRC of Asbury if the Director of Music is to be terminated.