

Asbury United Methodist Church

Job Description: **Director of Music**

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."

Purpose: Music is one of the highest forms of expression of worship. As such, the director of music will strive to enhance the 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 choral, vocal and instrumental means, working with the Senior Pastor and other Worship Team members to provide meaningful enhancement to the liturgy.

Qualifications and Skills:

- Ability to read and direct music
- Ability to organize and direct a choir or other vocal ensemble
- Ability to organize and direct a hand bell choir
- Proficient in vocal and/or instrumental music, piano or organ preferred
- Able to communicate and work effectively with others
- Ability to be present at all worship services

Hours Expected: Hours will vary depending on liturgical season but should average 6-8 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 the Executive Leadership Team (ELT).
- An annual review will be conducted by representatives of the ELT.

Responsibilities:

- Work with the Senior Pastor to provide a meaningful worship liturgy for each worship service.
- Creating measurable goals for the Music Ministry each year that align with the Church's mission and vision. Working towards those goals and reporting on them quarterly.
- 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 the church's music in an organized way.
- Determine budgetary needs regarding the needed music resources of the church and annual maintenance of instruments and equipment to be presented to the Finance Committee each year.
- Organize and plan special musical events
- Maintain a Special Music Schedule For the Summer
- Update the congregation on Musical Events, working with the social media and communications coordinator for all events.
- Update the Trustees on the statuses of musical instruments and desires
- Coordinate tuning for all instruments with tuners and organist/accompanist. Communicates with the Contemporary
- Coordinate with the Worship Team to discuss suggestions/desires in worship
- Work with the Tech Team to exchange needed information to provide a seamless worship experience.
- Coordinate a substitute organist/accompanist or director if unable to be at a service
- Update the Church Secretary of music to be offered for worship by Monday each week.
- Develop intentional strategies for incorporating more people of all ages into the music programs of Asbury UMC. These would include the Adult Choir, the Children's Choir, the Adult Handbells, the Children's Chimes and other programs as needed.

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 director of music will contact the Senior Pastor if they are unable to be present at worship for any reason. They will try to find a substitute/replacement if any duties need coverage and report that to the Pastor.
- Vacation: There will be Three Sunday's and Three Tuesday (current choir practice time) paid time vacation times per choir year (September through May). (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.

Revised: 8/2023

Signed: _____ Date: _____
Employee

Signed: _____ Date: _____
ELT Representative

Signed: _____ Date: _____
Pastor