

**AIEA UNITED METHODIST CHURCH
EMPLOYEE JOB DESCRIPTION
Choir Director**

POSITION DESCRIPTION:

The Music Division of the Aiea United Methodist Church (AUMC) staff consists of the AUMC Choir Director, Samoan Choir Director, and the Choir Accompanist. All members of the music staff work together in music ministry as a team. The AUMC Choir Director serves by providing leadership, instruction and training to choir members, managing musical equipment, and assisting in the provision of a worshipful atmosphere for the members and guests of AUMC.

This position is classified as a part-time salaried position. The Senior Pastor of AUMC is the supervisor of this position. A member of the Staff Parish Relations Committee (SPRC) will serve as a liaison between the Choir Director and the SPRC. Determination of salary, job description, hiring and termination of employment is the responsibility of the SPRC.

DUTIES AND RESPONSIBILITIES:

- Provide leadership, musical instruction and training to volunteer members of the Adult Choir, preparing for and conducting rehearsals approximately once per week. Coordinate music selection based on liturgical season, calendar, or Pastor's sermon focus.
- Plan, organize, and direct choir performances at the weekly Sunday service 1-2 Sundays per month except during the two month summer break (usually June and July). During summer break there will be no practices or performances.
 - During the two non-performing months, the Choir Director will be responsible for arranging for substitute performance (e.g. musician, dancer, singer, duets, etc) for those Sundays. If requested, the Church Office will assist the Choir Director by providing a list of potential performers and their contact information.
- Notify church office of music titles and lyrics to be included in worship bulletins and slides.
- Submit annual budget request to the Worship Committee and be responsible for keeping music expenditures within budget.
- Order music for choir and be responsible for maintaining a music library and inventory.
- Plan other music enrichment programs or events as deemed necessary.
- Provide guidance, as may be requested, for weddings and funerals. Performance is not part of specified duties.
- When not available for choir rehearsals, performances, etc, arrangements must be made for a substitute so as not to disrupt the continuity of music for Sunday services.
- Continuous recruitment of member(s) in joining the Adult Choir
- Attend quarterly meetings of Worship Committee or arrange for another music staff member to attend. Also attend meetings of program staff when possible.
- Receive and acknowledge performance evaluation at the end of the reporting period.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing duties of this job, the employee is regularly required to handle objects, tools, or controls and talk and hear. The employee is frequently required to stand, walk, sit and reach. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Full range of vision

abilities is required by this job (close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus).

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate

For more information or to apply for the position please respond to admin@aieaumc.org

Feb. 7, 2024

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