

POSITION DESCRIPTION: ORGANIST (Part-Time Exempt)

PURPOSE: To provide music for worship and other special services, to accompany choirs and soloists, and to provide support for the administration of the music program as requested by the Director of Music.

ACCOUNTABILITY: The Organist reports to the Director of Music, who reports to the Pastor/Head of Staff.

WORK WEEK: This position is for an average of 12 hours per week including a midweek rehearsal day and Sunday.

BENEFITS: Benefits will be according to the policies for exempt employees as set forth in the Personnel Policy Manual.

RESPONSIBILITIES:

1. Provide the service music and accompaniment for Sunday worship services and for special services as requested by the Director of Music.
2. Accompany choirs at Sunday worship services, at special services, and at all regular rehearsals and extra rehearsals as requested by the Director of Music or by the Pastor/Head of Staff.
3. Play for weddings in accordance with the wedding policy.
4. Play for church family funeral services in accordance with the funeral policy.
5. Assist in the administration of the music program.
6. Arrange for substitute organists as requested by the Director of Music.

POSITION REQUIREMENTS:

- Previous experience in Church music.
- Professional musical training in organ and piano.
- Skill in working with people.
- A high level of ability in performance and accompaniment.

RELATIONSHIPS: The Organist is a member of the professional staff, relates to other members of the staff, and reports to the Director of Music.

EVALUATION: Performance evaluation and salary review will be conducted annually by the Director of Music with participation by a member of the Worship Council and a member of the Personnel Committee.

APPROVED: November 10, 2008

SIGNED BY INCUMBENT:

_____ Date: _____