

## Position Description: Organist

General description: Duties include playing for worship services, oversight and direction of the adult choir; oversight and/or direction of youth and children's choirs; hand bell choirs; instrumental coordination and conducting; musical support for the informal worship service, special services and programs.

This is a part-time, year-round position reporting to the senior pastor. The organist also works closely with other staff to integrate music and the arts into the worship and life of the church.

Strong commitment to music as ministry, and piano proficiency required, organ skills desired.

### Detailed Duties:

Responsible for conducting, recruiting, and training adult choirs, building children's choirs, and special ensembles; holds weekly rehearsals and additional rehearsals for small ensemble groups and soloists. Produces children's musicals; recruits volunteers, coordinates and leads music and worship service for the annual vacation Bible school.

### Coordination/Management:

- Coordinates with pastoral staff and provides music for special events/services (Lenten mid-week services, funerals, etc.)
- Contracts instrumentalists and singers for special events/services throughout the year.
- Coordinates weekly and special service music with the preaching pastor.

### Communication:

- Handles publicity for and drafts/edits written materials associated with the special music services
- Communicates regularly with adult choir and special ensemble members via e-mail.

### "Behind the Scenes" Responsibilities:

- Selects and orders music; schedules the music and ensembles.
- Prepares and monitors the music budget with the pastor(s); submits invoices.
- Maintains/updates musical equipment and spaces; schedules piano/organ tuning.
- Coordinates music library needs with volunteers.

Has first right of refusal for weddings

### Staff Duties:

- Attends regular staff meetings and program staff meetings, staff retreats, and council retreats (upon request).
- Attends monthly meetings of the Ministry and Support Team.
- May become responsible for other duties as assigned by the senior pastor.