

Salem United Methodist Church - Fond du Lac

POSITION DESCRIPTION

Position Title:	Organist/Pianist
Reports to:	Church Pastor
Accountable to:	Church Pastor and Staff Parish Relations Committee
Pay:	Per Service/Rehearsal

Basic Function:

The Organist/Pianist provides appropriate music during worship services (and perhaps in rehearsal of various music groups).

Specific Responsibilities:

1. Provide music for Sunday morning worship service.
 - a. Provide music for prelude, postlude, offertory, and general accompaniment for assigned church services.
 - b. Acceptable options include during approved absences:
 - i. Live organ/piano accompaniment
 - ii. Recording is acceptable for approved absences. If this occurs, the organist is responsible for contacting and briefing the person accountable for playing the recording.
2. Provide accompaniment to special music and the Adult Choir as needed.
3. Provide worship service music and appropriate accompaniment for choir anthems and/or special music for special church services, e.g. Thanksgiving, Longest Night, Christmas Eve, Ash Wednesday, Maundy Thursday and Good Friday.
4. Alert Administrative Coordinator of needed maintenance or tuning of the church's musical instruments and make recommendations as to their care, use, replacement, etc.
5. Cover Saturday evening worship services as needed.
6. Provide music for weddings and funerals upon request. Fees determined by organist and paid by the family. No bench fees.

Other Expectations:

1. Attend staff meetings and worship committee meetings as required.
2. Other duties as requested through Pastor and/or Staff Parish Relations Committee Chair.
3. Maintain Standard Operating Procedure.

Personal Qualifications:

1. A committed Christian person with a lifestyle congruent with the Christian community and the ideals of a Christian life.
2. An ability to work effectively with and relate to other staff members and lay volunteers.
3. Superior people skills (including confidentiality and discretion).
4. A willingness to continue education and training.
5. Possess good oral and written communication skills.

6. Self directed and motivated.
7. Be a proficient keyboardist.
8. Have knowledge of and appreciation for Christian church music.

Time Requirements:

1. Sunday morning and some daytime, evening, and weekend hours required.

Benefits:

1. Reimbursement to be recommended by the Staff Parish Relations Committee and approved by the Administrative Council.
2. See the Salem United Methodist Church Employee Policy and Procedure Manual.
3. Professional expenses may be reimbursed with prior approval.