

NORTH INDUSTRY UNITED METHODIST CHURCH

Position Description & Employment Agreement

ORGANIST

GENERAL RESPONSIBILITIES

Provides organ/piano music for all worship services and other occasional gatherings. Enhances the service of worship with appropriate music which assists the congregation in praising and serving God.

SPECIFIC RESPONSIBILITIES

1. Provides organ/piano music for all worship services.
2. Establishes a worshipful, positive feeling and movement in the worship service through selection of music appropriate to worship themes.
3. Provides music for other occasions, as requested, such as weddings, funerals, celebrations, etc.
4. Provides accompaniment for rehearsals of the choir and other musical groups as needed.
5. Coordinates/cooperates with other music program personnel.
6. Coordinates/cooperates with the pastors and office staff.
7. Continues to grow in musicianship.
8. Maintains organization of performance materials in order to provide a safe & clean environment.
9. Performs other related duties as may be requested or required.

SKILLS REQUIRED

- 1) Knowledge of church music and organ repertoire for church services.
- 2) Choir rehearsal techniques.
- 3) Ability to:
 - a. Play pipe organ and piano proficiently.
 - b. Sight-read music.
- 4) Play a wide variety of hymns and transpose hymns as required.
- 5) Improvise.
- 6) Accompany both soloists and choirs in rehearsals and services as needed.
- 7) Prepare and play prelude, offertory, and postlude.
- 8) Work cooperatively with adults, youth, children, and staff.

ACCOUNTABILITY

Administratively responsible to the Pastor and the Leadership Team.

TERMS OF EMPLOYMENT

Hours	Approximately 4–6 hours weekly. The Leadership Team, subject to consultation with the Pastor, is responsible for determining the number of hours to be worked per week.
Benefits	The church pays the employer's contribution to Social Security and Worker's Compensation.
Sick / Funeral Leave	Three to five days per year will be given for illness without penalty of salary. Days do not accumulate from year to year. Up to three days will be given in the event of the death of the employee's spouse, children, parents, or siblings.
Vacation	One week paid vacation the first year of service. Two weeks paid vacation will be given the second year of service through ten years of service; three weeks for eleven or more years of service. A month's notice is required for vacation so that appropriate accommodations can be made.
Termination	If termination of this agreement is requested, reasonable notice (at least two weeks) should be submitted by either party. On very few occasions, termination may need to happen immediately.

AGREEMENT

This agreement is for one year and is subject to review annually by the Leadership Team and the Pastor.

North Industry United Methodist Church enters into agreement with

_____ to fill the position of Organist with a negotiated salary of \$_____ per _____.

Starting Date of Employment: _____

Organist

Date

Chair, Leadership Team

Date

Pastor(s)

Date