

CHURCH ORGANIST

St Paul's UM Church, Elizabethtown PA

Job Description

(Revised & Approved, 04/11/2016)

Supervision: The Church Organist functions under the direction of the Director of Worship & Music Ministries (DW) and is held accountable through the supervision of the Staff Parish Relations Committee.

Position Summary: The Church Organist leads the Traditional Worship Services of St Paul's United Methodist Church by using the organ to lift the congregation in music for the worship and praise of God.

Primary Duties and Responsibilities:

1. Selects and provides **diverse** organ music at all traditional Sunday worship services, mid-week worship occasions, and all special celebrations of worship where the organ is the primary instrument used, to be approved by the DW.
2. Rehearses sufficiently to maintain a high quality of music at the organ.
3. Accompanies vocalists and instrumentalists as scheduled by the DW.
4. Provides organ music for all weddings and funerals held at the church when available and when the organ is the primary instrument used. Fees for these services are not provided by the church, but are honorariums from couples and families at an amount determined by church policy.
5. Work in cooperation with the DW for the 10-12 Sunday Services you are off each year and for any Weddings or Funerals you are not available to play to find capable substitutes.
6. Submit information for bulletins in a timely fashion to the DW as determined by the Office staff.
7. Cooperate with all staff and musicians of the congregation so that music ministry is enhanced within the life of the church in a professional and respectful manner displaying a servant heart.
8. Choose and purchase organ music within the church Finance approved budgetary parameters upon pre-approval of the DW. In addition, submit budget requests each fall as part of the budgetary process to the DW.
9. Attend any and all music meetings as scheduled by the DW; work with the DW, pastors, and other special groups to provide consistent uplifting quality music as part of the total music program of this church.
10. The Organist shall have permission to conduct private organ lessons and make the organ available to qualified students, the scheduling of such lessons shall be approved by the DW.

Personal and Professional Characteristics

1. Displays their Christian faith through attitude and actions
2. Works respectfully with volunteers
3. Possesses the ability to be a team member and to motivate others
4. Works effectively with the SPUMC Staff and Staff Parish
5. Demonstrates energetic and enthusiastic leadership
6. Communicates effectively with current and perspective traditional worship volunteers and musicians
7. Be open to feedback discussion on music and new ideas as this position evolves to meet the needs of this ever-evolving congregation.