



## JOB DESCRIPTION FOR THE ORGANIST

**Purpose:** To lead congregational singing, to accompany the church choirs, and to support the worship service with appropriate musical offerings.

**Accountability:** The Organist is accountable to the Pastor as head of staff, through the supervision of the Director of Music.

### Responsibilities:

1. To coordinate with the Director of Music and the Pastor in planning, preparing, and playing of music appropriate to each service of worship.
2. To prepare appropriate music for up to four annual special services: Ash Wednesday, Good Friday, and two Christmas Eve services.
3. To prepare sufficiently for optimum performance on the organ or piano for both rehearsals and worship.
4. To accompany scheduled rehearsals of the Chancel Choir.
5. To attend and accompany up to two choir retreats annually.
6. To lead the congregation's singing of hymns and responses.
7. To accompany two major choral works annually.
8. To direct one other UPC choir, such as adult choir, youth choir or handbell choir, as needed.
9. To accompany soloists in worship as needed.
10. To provide special music as needed, especially for Summer services, but also throughout the year.
11. To be staff liaison as available for special music events at the church.
12. To assist with bulletin proofreading as available.
13. To attend staff meetings, worship meetings, and special worship planning sessions throughout the year.
14. To play for special gatherings of the church when requested by the Pastor.
15. To play for funerals or weddings as available. Duties and compensation are covered in the Wedding and Funeral Guidelines presently in effect.
16. To provide for appropriate substitutes for worship services or special events when not available.

### Opportunities:

1. Use of the organ and pianos to give private lessons.
2. Use of the organ and pianos for preparing and giving recitals or concerts.

**Leave and Professional Development:** The organist will have four Sundays off annually, as well as two Sundays off for professional development purposes. Two weeks of sick leave are available if needed.

**Evaluation:** Performance reviews will be conducted annually by the Pastor as the head of staff, with the assistance of the Director of Music. The Staff Oversight Ministry Team of the Session will annually review the adequacy of compensation.