



Peace United Methodist Church
303 Ninth Avenue South
Virginia, MN
office@peaceumc.us
pastor@peaceumc.us

Revised 8/30/16

Job Description for Organist

The Organist shall provide music during each worship service for the musical ministry of the church.

Responsibilities:

- Provide music during each worship service and accompany the sanctuary choir, soloists, and other musical groups under the direction of the Choir Director.
- Utilizing sufficient practice time in preparation to learn necessary music for each Sunday, special events, and/or special requests.
- The organist will provide music at funerals and weddings at the request of the Pastor.
- The organist shall have consultation(s) with the Pastor regarding music.
- The organist is a member of the Worship Commission and is required to attend scheduled meetings at the request of the Worship Commission chair.
- Maintain and organize all organist music files.
- Organize and maintain a neat area by organ, piano and clavino.
- Assure preventative maintenance is performed on all musical instruments (i.e., organ, piano, etc.) in a regular and timely manner throughout the calendar year. Notify office to schedule all maintenance. Trustees Committee is to be notified for any and all repairs for all musical instruments.
- Stock and inventory resources and manage budget to be used in Worship Commission meetings on a regular basis; this will help to ensure proper funds are allocated to organ use.
- Communicate to SPRC, via the SPRC liaison, any special needs or considerations associated with the organist position. Communicate with Pastor and Worship Commission any special needs or considerations with worship.
- Participate in workshops, seminars or training conferences as approved by SPRC.
- Complete time sheets accurately. Give to church treasurer in a timely manner to assure monthly paycheck is received on time.
- Contact Pastor and replacement in the event the organist is unable to attend a service.
 - Approved list to be contacted:
 - Val Wier
 - Char Cremers
 - Shannon Gunderson
 - Linda Peterson, to be called only if all other persons are unable to fill in.

** If an emergency arises, (Sunday morning or evening before) contact the Pastor or SPRC liaison/chair if unable to attend a service. Music CD's may or will be used.

*This is an evolving position and responsibilities are therefore subject to changes with notification.

Knowledge, Skills, and Abilities:

- Strong written, oral, and interpersonal communication skills with internal and external contacts.
- Manage multiple priorities, handle interruptions, and adapt to changing priorities.
- Must be competent in organ and piano skills with previous worship experience desired.

Assigned Hours:

- Each Sunday Service (year round).
- Choir rehearsals each week during choir season.
- Special services: including Ash Wednesday, Holy Thursday, Christmas Eve, etc.
- No paid Holidays.
- No paid Sick Leave.
- No paid Vacation.

Evaluations:

- Ninety days after hire date.
- Annually with Pastor and Staff Parish Relations Committee

Terms of Employment:

- Individual must pass a background check; failure to pass will be grounds for termination of employment.
- Thirty day written notification will be given by either the employer (Peace UMC) or the employee before the termination of employment.
- Termination of this position may occur immediately for just cause reasons as determined by the SPRC committee and the Pastor.

Approved and Accepted by:

Organist Date

SPRC Chair Date

Pastor Date