

UNION CONGREGATIONAL CHURCH ORGANIST JOB DESCRIPTION

The Organist is an employee of Union Congregational Church whose responsibilities include serving as the church's performing organist and pianist. The Organist reports to and takes direction from the Music Committee and the Pastor.

We cherish our traditional Congregational musical heritage and seek an Organist who will integrate traditional/classical music with the rich breadth of great sacred music available for worship from other traditions, as well as someone who will minister to our congregation with care, imagination and grace.

Qualifications

AGO Service Playing Certificate, or Bachelor's degree in Organ playing, or 5 years experience playing organ in a church setting.

Responsibilities

1. Select and perform organ music and accompany choral music appropriate for worship, and in keeping with the seasons and Sundays of the Liturgical calendar, including a prelude, postlude, offertory, and a variety of choral and congregational sung responses for regularly scheduled worship (hymns are typically selected by the pastor):
 - One Sunday morning service per week
 - Ash Wednesday (evening service)
 - Maundy Thursday (evening service)
 - Two Christmas Eve services
2. Accompany and rehearse with the following choirs September through June:
 - Senior Choir (adults)
 - Junior Choir (3rd – 8th graders)
3. Work in cooperation with the Pastor and paid and volunteer Choir Directors in planning worship.
4. Seek new ways to involve the congregation in the music ministry, taking into account the breadth of musical skills and tastes in our church community. Solicit, schedule and rehearse vocal or instrumental performances by members of the congregation in order to provide a variety of Sunday offerings and draw in new participants.
5. Provide, on occasion, accompaniment for the Cherub Choir in worship as needed.
6. Schedule soloists and/or instrumentalists as needed and as budgets and opportunities allow.
7. Subject to availability, provide organ music for other worship services in the life of our church (i. e. any service other than those listed in item 1.)
8. Subject to availability, perform music at all weddings and funerals held at Union Congregational Church that require organ/piano music. (Compensation for weddings and funerals will be handled separately from the salary for this position.)

Administrative Responsibilities

1. Communicate with the Pastor and Choir Directors to discuss the upcoming worship service, and convey to the Office Administrator, not later than Thursday morning, the music selections for the following Sunday bulletin. Be available during church office hours in order to facilitate communication with the Office Administrator and Pastor.
2. Conscientiously communicate with the Choir Directors to coordinate weekly music selections and rehearsal schedules and to ensure good working relationships.
3. Seek and recommend substitute organists as needed.
4. Recruit summer musicians for worship (when the choirs are off) with the assistance of the Music Committee.
5. Report to the Music Committee the condition and needs for the maintenance of the church's musical instruments, including the organ and all pianos.
6. Submit to pertinent background checks.
7. Participate in Annual Review per the AGO guidelines. At this time we will also review this Job Description and make appropriate changes upon mutual agreement.
8. Attend monthly Music Committee meetings as needed as an ex officio member of that Committee.