

# SENECA UNITED METHODIST CHURCH

## Job Description

Approved: 2013

**TITLE:** Church Organist/Pianist

**SUPERVISORY:** Senior Pastor, Worship Committee and Parish Relations Committee (PPR)

**SALARY:** As per the Recommendation of the PPR and Approval of the Admin Council

**SCHEDULE:** Sunday Morning Worship

### QUALIFICATIONS:

- Organ experience
- Experience accompanying singers
- Be able to lead the Congregation in song
- Criminal and Child Abuse Clearances

### DUTIES AND RESPONSIBILITIES IN COOPERATION WITH SENIOR PASTOR:

- Function with a cooperative spirit under the direction of the Pastor, the Worship Committee and the PPR Committee to provide music that is reverent and appropriate
- Select and prepare appropriate preludes, interludes, offertories and postludes in conjunction with the Pastor and the Worship Committee
- Lead the congregational singing for the worship service and the choir members as deemed necessary.
- Practice with the choir and special music persons as needed
- Work with the Worship Committee and the Pastor on special occasions and services such as cantatas, etc..
- Request reimbursement for any cost for the provided music by using the Reimbursement Request Forms provided by the church treasurer
- Serve on the Worship Committee
- Salary will be recommended yearly by the PPR Committee for budget preparation prior to the annual church conference
- An annual interview will be held with the PPR Committee prior to setting the yearly salary
- Summer accompaniment schedule will be negotiable with the Pastor and the Worship Committee
- Let the Worship Committee know if he/she will not be available so they in consultation with the Pastor can fill the need
- Be responsible for reporting concerns for care of the organ
- Expected to be active in worship on a regular basis