

ST. PHILIP LUTHERAN CHURCH

Organist/Pianist

Updated July 2018

SUPERVISED BY: DIRECTOR OF MUSIC MINISTRIES NON EXEMPT, PART-TIME HOURLY POSITION

Purpose of the job:

Play organ or keyboard accompaniment/solos at all Sunday worship services and special services throughout the church year. We are fortunate to have a Rodgers T968 organ in our sanctuary.

Essential duties of the job:

1. Cooperates with Senior Pastor, Director of Music Ministries, Music Team and Worship Styles and Formats team in general planning and leadership of overall church music program throughout the year.
2. Attends and participates in all choir rehearsals as well as instrumental rehearsals when needed.
3. Plans weekly prelude, postlude, hymn arrangements and cover music for all worship services with the Director of Music Ministries.
4. Provides Office Administrator with weekly music selection by Monday morning two weeks prior to the service.
5. Plans and schedules, together with Director of Music Ministries, for special music for all services when regular choirs are on vacation and during summer months.
6. Provides or approves arrangements for provision of organ/keyboard accompaniment for all weddings and funerals, and consults with wedding party or the family of the deceased, as necessary.
7. Plans, together with the Director of Music Ministries, an annual program and program budget for the organ/keyboard area, which is submitted to the Music Team for approval.

Jobs supervised by this position:

None

Meetings to attend:

None

Accountability:

This position is responsible to and reports directly to the Director of Music Ministries.

Position specifications:

This is a part-time salaried position with a minimum of 15-20 hours per week. (Preparation for all services is expected and is included in this time requirement.)

Reviews:

It is the policy of St. Philip to hold annual reviews – a process beginning in August and ending no later than September. In the first year of employment a 3 month and 6 month review will also be held.

Qualifications:

1. Organist.
2. Pianist.
3. Accompanist.
4. Interest in various musical styles.
5. Capable in various musical styles.
6. Interpersonal communication skills.
7. Flexibility
8. Desire to make all decisions mindful of the vision and mission of St. Philip to be a welcoming place which invites, equips and sends.
9. Set an example in personal life reflective of God's calling

Suggested affiliations:

None.