

Job Description Church Organist

I. Establishment and Purpose of Position

This position provides the talent, expertise, and dedication to support the wide and varied music programs of Reisterstown United Methodist Church. The church organist assists in the continuity of music and worship at RUMC's Sunday morning spirited-traditional service, as well as at other festival services throughout the Christian Year. The church organist reports directly to the director of music and ultimately to the pastor and the Staff Parish Relations Committee.

This is a part-time, non-exempt position that requires approximately 8-10 hours per week, with additional hours during the seasons of Advent/Christmas and Lent/Easter.

II. Qualifications for the Job

The church organist must be capable of playing all styles of music (classical, gospel, contemporary, rock, etc.) at both the organ and piano. The organist must be capable of selecting and providing a wide variety of appropriate Christian-themed solo preludes, offertories and postludes and should be familiar with *The United Methodist Hymnal*, *The Faith We Sing*, and other congregational musical supplements. The organist must work well in support of vocal and instrumental soloists and choirs - both as ensembles and sectionals created from the larger ensemble.

On sufficient advance notice, the organist should also be able and willing to support additional music-related activities beyond the scope of specific responsibilities, including special choir concerts and cantatas, choir presentations outside the church in both non-church and liturgical settings, recording sessions, etc.

The organist should be capable of taking full advantage of the features of the Rodgers 950B organ and its MIDI capabilities.

III. Education and Experience

- A. Degree in music is preferred.
- B. Membership in the American Guild of Organists (AGO) is desirable.
- C. Demonstration of keyboard proficiency is required, including demonstrated proficiency in using the organ's MIDI capabilities.
- D. Proficiency on the piano is also preferred.
- E. Competency in video recording and basic editing is desirable.

IV. Responsibilities of the Position

- A. Attend and provide organ/piano support at the church's primary services: Sunday (spirited-traditional), seasonal services (e.g. Holy Week, Easter and Christmas), and other services as required and negotiated.

- B. Provide musical support at the keyboard for all aspects of RUMC's spirited-traditional worship services, as determined by the design of each service. Particular details relative to worship design will be communicated by the pastor and the director of music. The organist is responsible for accompanying on piano or organ all congregational music used in the service. The organist is welcome to offer input for congregational hymns. *(During the Covid-19 pandemic: Provide video recordings of hymn accompaniments for virtual music offerings.)*
- C. Music selections are the prerogative of the organist, but should be selected to reflect the theme of the service and/or the season of the church year.
- D. Provide the office staff with the organist's service music for the weekly bulletin not later than the Wednesday before the Sunday it is to be played.
- E. Support choir rehearsals on Wednesday evenings or other nights as set by the director of music, usually in the months of September through May. *(During the Covid-19 pandemic: Provide video or audio recordings of anthem accompaniments for virtual music offerings.)*
- F. Work closely with the pastor and music staff of RUMC with regard to the music program and requirements of the individual services and events - to offer input and perspective.
- G. The sanctuary is available for the organist to rehearse. The organist will reserve the sanctuary by scheduling rehearsals with the office manager.
- H. The organist has the right of first refusal to support weddings and funerals/memorial services at RUMC. Remuneration for these services comes from the families and not from the church; however, RUMC sets the fees.
- I. Meetings include staff meetings, scheduled for 10:30 a.m. on most Tuesday mornings, and occasional music ministry meetings.
- J. In the event of a Sunday morning absence, the organist will work with the director of music and the senior pastor to secure a substitute.

V. Probationary Period and Compensation

- A. The probationary period will be for 6 months. (The probationary period may be extended at the discretion of the Staff-Parish Relations Committee.)
- B. A performance review will be conducted after the first 3 months of employment and at the end of the 6-month probationary period. A written performance review will be conducted annually thereafter.
- C. A salary review will be conducted annually.

VI. Performance Review

All performance reviews and salary reviews will be conducted annually by the director of music in conjunction with the Staff-Parish Relations Committee and presented in writing to the church organist by the director of music and his/her liaison.