

## **Job Description – Church Organist First Baptist Church of Jefferson, Georgia**

**Purpose of the Position:** To assist the congregation in their worship, the choir in worship leadership, and the Minister of Music in the instrumental leadership of the traditional service.

**Reports to:** The Minister of Music, the Pastor and the Personnel Committee.

**Time Commitment:** A part-time salaried position includes Sunday Morning Worship, Wednesday night rehearsal, special programs and rehearsals as needed, as well as personal preparation. \*

**Evaluation:** Job performance will be evaluated yearly by the Minister of Music and the Music Committee, then presented to the Pastor and Personnel Committee for review.

**Essential Skills and Education:** The candidate will be proficient at the organ and piano. He/she will be able to read music and follow the direction of a conductor. Additional skills such as playing by ear, from charts, or the ability to expand the accompaniment will be added value.

**Salary:** Negotiable within set parameters. Salary is on a weekly basis, not hourly, for performing the responsibilities listed. Base salary of \$ 225.00/week or \$11,700.00/annually.

### **Essential Responsibilities:**

- Arrive early enough to set up and prepare for rehearsals and services.
- Provide accompaniment for congregation hymns and songs.
- Be responsible for Preludes, Offertories, Communion Music and Postludes, as well as other needed instrumental music.
- Meet with other accompanists on a regular basis to plan and facilitate the music for the services.
- Rehearse with and accompany other instruments as well as vocal solos, duets, etc. as needed.
- Play for any additional services of the church as needed (i.e. Ash Wednesday, Maundy Thursday, Christmas Eve, etc.).
- Accompany choral anthems in rehearsal and in worship services. \*
- Accompany the choir in special music programs such as musicals. \*
- Rehearse the choir in the absence of the choir director. Conducting skills are not necessary. \*
- Musical and spiritual preparation to accomplish the above listed duties.

### **Time Off:**

All absences will need to be approved by the Minister of Music. In the event of a planned absence, the Church Organist will enlist an adequate substitute, in coordination with the Minister of Music. The Church's Personnel Policies set the parameters of time off for part-time salaried employees.

\* If an Organist is hired who has no choral responsibilities, all pertinent sections of this Job Description will be null and void. The Salary Package will also be reduced accordingly.