

Francis Asbury United Methodist Church
Position Description
Title: Church Organist/Pianist

Position: Church Organist/Pianist

Reports To: Senior Pastor & Director of Music

Status: Part Time, Salaried

Working Hours or Required Time Commitment: Varied, as explained under Responsibilities below.

Purpose: As the Church Organist/Pianist, provides support for and works with the Senior Pastor and the Director of Music in planning and providing a quality music ministry for Francis Asbury United Methodist Church (FAUMC). As outlined below, the responsibilities of this position are intended to support the accomplishment of FAUMC's mission and the implementation of our ongoing vision.

Required Skills and/or Qualifications: Proficiency in playing the organ, piano and the electric keyboard, with expertise in both traditional and contemporary Christian music.

Responsibilities include but are not limited to:

- A. Serves as the Church Organist/Pianist for the Sunday morning worship services (contemporary and traditional), including the Anthem and any special music need.
- B. Serves as the Church Organist/Pianist for special services such as Christmas Eve, Thanksgiving, Maundy Thursday, Good Friday, etc. and any other special services, as requested by the Senior Minister or Director of Music. Plays for the Children's Christmas Musical and assists with rehearsals as requested.
- C. Supports choir rehearsals by playing on practice night and before the Sunday morning worship services. If a soloist or other special music is to be provided in the service, provides appropriate practice time in coordination with the individual(s) involved in the special music and on an as-needed basis.

- D. Supports the selection of hymns and responses for worship services as provided by the Senior Minister or Director of Music. Provides appropriate recommendation as requested.
- E. Attends the monthly (evening) staff meeting.
- F. Schedules maintenance of the organ and pianos as needed, in consultation with the office staff.
- F. Plays for Weddings and Funerals, as requested (if available), in support of the FAUMC's ministry. There is additional compensation for these services.
- H. Works with the Senior Minister and the Music Director to prepare a list of approved substitute Organists/Pianists. It is the Accompanists responsibility to arrange for an appropriate substitute in advance of a known absence. In the case of an emergency (less than 24 hours before work) both the Senior Pastor and Director of music should be contacted so they can coordinate coverage efforts. Non-staff substitutes will be compensated for their services.
- I. Performs all responsibilities in accordance with and adheres to the policies and procedures as outlined in FAUMC's "Personnel Policy and Procedures Handbook".