

Castleton United Methodist Church

Position Description

Job Title	Organist	<i>Reports to:</i>	Senior Pastor
Type of position:			
<input type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Exempt	Budget Account Number:	
<input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Non-Exempt	5150	

SCOPE OF POSITION

The organist will provide organ and piano music at all traditional worship services as well as special programs.

PRIMARY FUNCTIONS, DUTIES AND RESPONSIBILITIES

- Provide organ and/or piano music at the traditional worship services each Sunday morning.
- Provide organ and/or piano music for any additional services during the year including Holy Week services, Christmas Eve services, and other special services planned by the church staff.
- Accompany on the piano for occasional collaboration between the Chancel Choir and Contemporary Worship Team.
- Provide organ and/or piano music for weddings and funerals when available to play for them. Generally, these services are compensated separately from the annual salary provided by CUMC.
- Selection of appropriate organ and/or piano music for each type of service listed above.
- Rehearse weekly with the Chancel Choir and Men’s and Women’s Choir (occasional) during the regular choir season (typically mid-August to mid-June).
- Outside of the choir season (typically mid-June to mid-August), rehearse with vocal and instrumental soloists for weekly services.
- As needed throughout the year, rehearse with vocal and instrumental soloists and ensembles other than those listed above.
- Subject to availability, take part in extra rehearsals for services that require additional preparation.
- Devote sufficient practice time outside of regular rehearsals to assure familiarity and competence with scheduled performance music.
- Good-to-excellent sight-reading skills.
- If not available for any of the services or rehearsals listed above, assist in the hiring of a substitute organist.
- Work with the Senior Pastor and Director of Music in the area of general planning and leadership of the music program.
- Be responsible for the purchase of all music and music supplies needed to carry out the duties of organist.
- Supervise maintenance of the organ and tuning of pianos as needed.
- Attend meetings of the Music Staff and Chancel Choir officers, and, upon request, other pertinent committee meetings such as Worship Committee.
- Support, embrace and adhere to the vision, mission and beliefs of the United Methodist Church and the Book of Discipline

MINIMUM REQUIREMENTS

- A demonstrated performance competence in organ, piano and other keyboard instruments. A liturgical music repertoire is required. Must be available for all services and rehearsals.
- Flexibility playing in various musical genres (Classical, contemporary, gospel, etc...)
- 3-5 years of experience in church keyboard leadership.