



**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	<b>ORGANIST/PIANIST</b>
<b>REPORTS TO:</b>	Pastor, Worship Committee Chair, Director of Music
<b>CLASSIFICATION:</b>	Non-Exempt - Non-ministerial Position

**POSITION SUMMARY:**

The Organist/Pianist plays the piano and organ during the Traditional Service to support the St. Mark worship environment.

**RESPONSIBILITIES:**

- Support the church’s worship environment through the well-prepared execution of music presented by the choir and other musicians.
- Serve as accompanist for the Chancel Choir in regular and special rehearsals and performances as assigned.
- Facilitate congregational singing and worship through the excellent execution of hymns and other songs.
- Assist the Director of Music to plan, select, and prepare preludes, postludes, offertories and hymns, according to the needs of the worship services.
- Serve as accompanist for other choirs, ensembles and soloists, when needed.
- Play for weddings and funerals, as requested and upon availability, being permitted to receive additional compensation from the parties involved.
- Maintain an accurate account of organ and piano needs and maintenance, and notify the Director of Music when maintenance is needed
- Assist in finding a substitute for Sundays when not available.

**TIME REQUIREMENT:** Estimated work time of 10 hours per week

**WORK ENVIRONMENT:** This position works in the Sanctuary playing the organ and piano.

**QUALIFICATIONS:**

- Possess a sense of call to the ministry of worship music
- Be a committed Christian
- Reads music, has had musical training, and is proficient on the organ and piano.
- Has knowledge of hymns as well as contemporary praise songs and choruses
- Experience with musical group settings
- Engaging personality/enthusiasm to connect with the congregation
- Has and maintains a valid Texas driver’s license.
- Be able to speak, hear, understand, read, and write English.

**COMPETENCIES:**

- **Teamwork** - Works collaboratively with others with a positive spirit; supports other individual's and ministry team's efforts to succeed; open to others' views; gives and welcomes feedback; helps build morale and commitments to goals; active in life of St. Mark
- **Interpersonal Skills** - Treats others with respect; inspires trust; demonstrates hospitality and tactfulness with members and visitors; manages difficult situations to avoid or resolve conflicts; exhibits compassion, empathy, sensitivity, enthusiasm, and optimism
- **Dependability** - Keeps commitments; completes tasks on time or notifies appropriate person; ensures work responsibilities are covered when absent; is consistently at work and at meetings on time; works ethically, honestly and with integrity
- **Adaptability** - Accepts and adapts to changes in the work environment; responds to direction from leadership; manages competing demands; able to deal with change, delays, or unexpected events; reacts well under pressure; communicates when problems arise
- **Professionalism** - Good quality and quantity of work products; asks for and offers help when needed; displays initiative, creativity and self-motivation; demonstrates discretion and confidentiality; knowledgeable but strives to improve; speaks, writes and listens well; conducts personal life to reflect a positive image

**PHYSICAL REQUIREMENTS:**

- Be able to perform all physical movements necessary to fulfill the job description.

**EVALUATION:**

The Organist/Pianist will receive an initial evaluation after a 90-day probation period to determine continued employment. The Pastor, in consultation with the Worship Committee Chair and others, will conduct an annual review as directed by the Personnel Committee. Adequacy of performance will be judged by quality of work done, efficiency of a self-directed schedule for accomplishing tasks, meeting requirements of this Position Description and ability to respond graciously to requests from church members, ministries and others.

---

*The information provided in this position description has been designed to indicate the general nature and level of work performed by incumbents holding this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of staff assigned to this position. Session has sole discretion to add or modify duties of the position and to designate other functions as essential at any time. This position description is not an employment agreement or contract.*

---



---

PERSONNEL COMMITTEE CHAIR

DATE

I have received and reviewed a copy of this Position Description and agree to abide by its requirements.

---

SIGNATURE OF ORGANIST/PIANIST

DATE