



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>ORGANIST/PIANIST</b>
<b>REPORTS TO:</b>	Pastor, Worship Elder, Chancel Choir Director
<b>CLASSIFICATION:</b>	Non-Exempt - Non-ministerial Position

**UPDATED:** October 2023

### POSITION SUMMARY:

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

### ESSENTIAL RESPONSIBILITIES:

- In coordination with the Chancel Choir Director, selects music for prelude, offertory, and postlude portions of the worship service. Rehearses independently as necessary prior to the service.
- Rehearses as scheduled with the Chancel Choir for worship services and special music. Rehearses independently to attain proficiency as necessary.
- Performs at all scheduled worship services in which the Chancel Choir performs which typically includes Sunday worship, Christmas cantata, additional Christmas and Easter services, and blended services with Praise Band.
- Lead rehearsals in the absence of the Director of Music.

### SECONDARY RESPONSIBILITIES:

- Accompanies other choirs, ensembles and soloists who perform at St. Mark services.
- Play for weddings and funerals held at St. Mark, as requested and upon availability. Permitted to receive additional compensation from the parties involved.
- Maintain an accurate account of organ and piano needs and maintenance. Notify the Chancel Choir Director of maintenance needs.
- Assist in identifying a list of potential substitute organists.

### SELF-SUPERVISE:

- Plans and organizes responsibilities to be accomplished in a timely manner.
- Is resourceful and takes the initiative to resolve work issues.
- Communicates with the broader team to coordinate activities. Notifies appropriate personnel of concerns which may affect job performance.
- Adaptable to schedule changes and introduction of new work processes.

- Responds to requests from congregation, ministries and vendors within the scope of responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Proficiency as organist and as pianist in a musical group setting as demonstrated in interview audition.
- Proficient in sight reading music.
- Proficient in playing pieces of music to support rehearsals.
- Experience accompanying hymns, cantatas, choruses and contemporary praise songs.

**COMMITMENT:**

- Dependable attendance and punctuality.
- Advises team of changes to work schedule and planned absences.
- Continues to develop knowledge, skills and abilities to increase effectiveness and proficiency of job performance.
- Maintains records and documents processes as appropriate for position continuity.
- Participates in opportunities to further the ministry of St. Mark.

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

**WORK ENVIRONMENT:** This position works in the Sanctuary and the Choir room.

**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 Elder, will conduct an annual review as directed by the Personnel Committee. Changes in pay are a separate consideration and done as part of the annual budget.

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*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.*

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SIGNATURE OF PASTOR

DATE

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

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SIGNATURE OF ORGANIST/PIANIST

DATE

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Elder Approval

Date