

# **BEL AIR UNITED METHODIST CHURCH JOB DESCRIPTION**

**TITLE: ORGANIST/ACCOMPANIST (10 hrs./week)**

**DATE: 06/05/2019**

**FLSA: Non-Exempt**

**REPORTING TO: BAUMC Director of Music**

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## **GENERAL SUMMARY:**

The position is intended to enhance the music ministry of the Bel Air United Methodist Church by providing musical leadership and accompaniment for the congregation and Chancel Choir; to promote the spiritual life of the congregation through the music ministry and to work collaboratively and communicate frequently with the pastors to coordinate music with scriptural, homiletical, and liturgical themes.

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## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Provide organ and/or piano accompaniment for the congregation and choir during Sunday morning worship traditional worship services at 8:00 AM and 9:20 AM and at scheduled choir rehearsals (Wednesdays at 7:30 p.m. September through June). Musical offerings on Sunday will include hymns, anthems, special music, solos, prelude, offertory, postlude, recessional, response, communion music, and on special occasions cantatas (two a year) during which the organist/accompanist must play with a small orchestra.
2. Provide organ and/or piano accompaniment for special services including Christmas Eve (3 services with half-hour preludes), Ash Wednesday, Holy Thursday and Good Friday as discussed with the pastors and Chancel Choir Director.
3. Work with the pastors to establish a worshipful, positive feeling and movement in the worship services through selection of music appropriate to worship themes and time of the year.
4. Schedule appropriate personal rehearsals with the church office.
5. Arrange for and prepare substitutes to perform during scheduled absences, in consultation with the Chancel Choir Director, pastors and Church Administrator.
6. Tasks associated with the Organist/Accompanist position are expected to require approximately 10 hours per week, to include selecting keyboard music, providing accompaniment for the Chancel Choir rehearsals, personal practice time, and two Sunday morning worship services.
7. Performs other related duties as may be requested or required.

## **ADDITIONAL RESPONSIBILITIES MAY INCLUDE:**

1. May provide music for weddings and funerals. Stipends will be determined with consultation of the organist. If a family wishes to have a guest organist, this will be coordinated with the pastors and Chancel Choir Director.
2. May request tuning of the organ and all church pianos, in particular, the sanctuary piano twice a year or as needed (no more than three times per year) arranged through the BAUMC office.

## **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to the BAUMC Chancel Choir Director.
2. Communicates and coordinates with other office and ministry staff and volunteers as needed.

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## **REQUIRED QUALIFICATIONS:**

1. A sincere faith in Christ
2. Proficiency in playing both organ and piano
3. Strong sight reading ability
4. Ability to accompany soloists, choirs, and orchestras in rehearsals and services as needed
5. Experience, dependability, and the ability to work as a "team player" in a church setting

## **REQUIRED MINIMUM QUALIFICATIONS:**

1. A bachelor's degree in music, or the performance and experience equivalent

## **EVALUATION**

1. In the first year of employment, in consultation with the Pastor and other qualified evaluator(s) (TBD), the organist/accompanist will undergo 3-month and 6-month performance reviews to determine productivity and level of improvement (if needed).
2. After the first year, an annual performance review will be conducted by the evaluator(s) identified above.

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## **APPROVAL:**

\_\_\_\_\_  
Choir Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
SPRC Chair

\_\_\_\_\_  
Date

**This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.**