

JOB DESCRIPTION FOR ORGANIST ST. JAMES LUTHERAN CHURCH, ROCKWELL, NC

1. The organist shall be responsible for playing the organ for Sunday morning services.
2. The organist shall be available for all special services - Lenten services, Thanksgiving, Christmas Eve etc., unless otherwise arranged. Organist is encouraged to play for funerals when available (for additional compensation of \$150).
3. The organist shall be available for senior choir practices, unless otherwise arranged.
4. The organist will be given a 1week vacation (services and practices) 3 times per calendar year. When the organist must miss a scheduled rehearsal or performance, he/she is responsible for finding a replacement for those times. The substitute should be familiar with the Lutheran liturgy. For any scheduled practices and/or performances that are missed beyond the 3 weeks given, substitute pay will be withheld from organist's salary.
5. Except in cases of emergency, the organist will give one week notice when unable to attend a practice or service, so that other arrangements can be made, if not previously made by organist.
6. The organist shall plan organ music for worship services with a submitted list to the Pastor or secretary by Wednesday for inclusion in the Sunday bulletin.
7. The organist shall keep up to date on current practices in Lutheran worship and music. It is suggested the organist attend seminars, conferences, workshops, etc. related to worship and music which would be helpful to the congregation's music ministry.
8. The organist is to practice with any soloists, psalmists, or musicians taking part in the service, preferably at a time that does not conflict with other church ministries or programs.
9. Job responsibilities for the organist may be reviewed and/or revised on a yearly basis by the first day of January or at the discretion of the Church Executive Council.
10. The salary of the church organist will be determined on a yearly basis by the Congregation Council as recommended by the Finance and Worship & Music Committees, and approved by the congregation. Payment of salary will be in 12 equal payments.
11. The organist is to attend Worship & Music Committee meetings when scheduled.
12. In case of resignation, a notice of one month is requested.