

# Faith Lutheran Church

## Position Description – Organist/Pianist

### **Position Purpose:**

This position supports the traditional worship music ministry for Faith Lutheran Church, in consultation with the Senior Pastor, Worship and Music Committee and other music team members, in a way that is consistent with the mission, values, and theology of the church.

### **Position Classification:**

This is a part-time, non-exempt position.

### **Position Responsibilities:**

- Serve as organist/pianist for:
  - Sunday traditional worship service (currently held at 9:00 AM), including prelude, postlude, offertory, communion, and special music
  - Other special worship services as scheduled, including Lent, Good Friday, Easter (additional), Thanksgiving Eve, Christmas Eve, etc.
  - Attend sound checks preceding worship services as needed (generally scheduled for 8:15 AM on Sundays), including rehearsing with soloists or musical ensembles, as needed
- Attend and serve as rehearsal accompanist for:
  - Wednesday evening rehearsals of the Faith Choir (adults), currently held from 6:30 PM – 8:00 PM, and lead sectionals, as requested
  - Sunday morning rehearsals of the Faith Choir preceding the worship service, currently held from 8:30 AM – 8:55 AM
- As requested, choose solo organ/piano musical selections for worship services and, as applicable, obtain approval from the Traditional Worship and Music Coordinator, Senior Pastor and/or Worship and Music Committee
- Assist the Traditional Worship and Music Coordinator with recommending music for traditional and special worship services that support the lessons of the church cycle and incorporate different styles of music into traditional services
- Other duties as assigned

### **Position Qualifications:**

#### Required

- Professional quality pianist and/or organist
- Ability to perform in a wide range of styles including traditional (hymns) and contemporary music
- Basic competence in Microsoft Office (*e.g.*, Word, Excel, PowerPoint) programs and network-related programs

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## Preferred

- Bachelor's degree in Music (piano or organ performance or related discipline)
- Previous experience in church-related setting, including selection of music in support of liturgical themes

## **Position Reports to:**

Traditional Worship and Music Coordinator

## **Position Supervises:**

- Volunteers

## **Nature and Scope:**

- 1. Relationships:** In order to perform this position effectively, the employee is expected to perform his/her responsibilities with enthusiasm and a good attitude, be a team player and willing to assist other church staff, and maintain confidentiality of church and personnel matters. Furthermore, the employee is expected to be approachable, open to ideas and suggestions, available to the congregation and fellow staff members, and be open and welcoming to church members and visitors. As part of this responsibility, the employee must relate well with staff, congregation members, visitors and volunteers, and work with volunteers within the scope of this position.
- 2. Knowledge, Skills, and Abilities:** This position requires dedication to the mission and ministry, analytical and artistic skills, and superior communication, organizational and coordination abilities. Employee will practice good stewardship regarding church funds, property and assets within the constraints of this job position and will strive to use time and resources effectively to complete job responsibilities in a timely manner. Employee is encouraged to continue lifelong learning by attending professional training and seminars to enhance his/her skill set.
- 3. Problem Solving and Creativity:** This position requires problem-solving skills and an ability to deal with last-minute changes or contingencies in a diplomatic manner. Employee will be resourceful in finding ways to carry out responsibilities and will look for opportunities to improve work processes or programs for which he/she is responsible.
- 4. Freedom to Act:** All positions carry the expectation that the employee arrives at work on time and is prepared to work, works well with minimal supervision and direction, and is professional in carrying out his/her work. Any freedom to act is bounded by federal and state laws, rules and regulations; vision and priorities set by or with the congregation; and generally accepted principles of integrity, good taste and professionalism.
- 5. Job Performance Review:** In addition to any feedback given in regular meetings between employee and supervisor, the employee can expect a minimum of one job

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performance review per year to help in continuing his/her lifelong education process and professional skill set development.

The job performance review will include the following:

- Supervisor evaluation
- Employee self-evaluation

The job performance review may also include some or all of the following:

- Feedback the supervisor has collected from members of the governing committees or other teams, task forces, groups, etc. on which the employee serves
- Feedback from congregation members or volunteers with whom the employee interacts on a regular work-related basis
- Feedback the supervisor has collected from co-workers

The employee, supervisor and possibly a member of the Personnel Committee will participate in the job performance review.