

## **Sample: Church Organist**

### **St. John Paul II Parish**

#### Position Profile

<b>Job Title:</b>	<b>Church Organist</b>
<b>Department:</b>	<b>Parish Administration</b>
<b>Location:</b>	<b>St. John Paul II Parish</b>
<b>Reports to:</b>	<b>Pastor</b>
<b>Classification:</b>	<b>Hourly</b>
<b>FLSA:</b>	<b>Non-Exempt; Full-Time (or Part-Time, depending on needs)</b>
<b>Budget:</b>	<b>00554 (the account the payroll is charged)</b>
<b>Date Created:</b>	<b>08/23/2023 (updated)</b>

#### **I. Objective**

The Church Organist is responsible for providing the basic instrumental setting for the church during Sunday morning worship for the creation of a worshipful atmosphere. The organist works under the direction of the Director of Music to develop the music program in this setting.

#### **II. Duties and Responsibilities**

- a. Accompanies hymns, anthems and service music.
- b. Prepares solo pieces for Prelude, Offertory and Postlude. Works closely with the Director of Music to coordinate music for the worship services.
- c. Preparation of other accompaniment as shall be necessary during the Sunday mass.
- d. From time to time, the organ may be used in combination with other instruments, e.g. piano, violin, hand bells.
- e. Meets with Director of Music and/or Pastor as needed.
- f. Will have an opportunity to play for any of the services held in the church, including weddings, funerals, and other special services, which shall, from time to time, occur. Those services, which occur outside the church's regular schedule, may be compensated for per mutual agreement.
- g. Other duties as determined by Director of Music or Personnel Committee.

#### **III. Services**

- A. Regularly scheduled services include:
  - a. Saturday evenings and Sunday mornings
  - b. Other liturgical services, e.g. Christmas Eve, Christmas, Easter, Holy days

- B. Scheduling and Planning
  - a. Planning cycles for services are often months in advance. As such, music will be provided with as much notice as possible. In turn, the organist needs to give 2 week notice of any planned absences.
  - b. Organist will arrange for substitute organist, in consultation with Director of Music and Pastor.

**IV. Qualifications**

- At least two years experience in worship setting; familiarity with worship and music’s place within the church service.

**V. Physical Capabilities**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Finger dexterity required to manipulate objects, tools, keys, and/or controls. The employee must occasionally lift and/or move more than 20 lbs.

**VI. Work Environment**

In Church at organ locations will be relatively loud during services. Temperature conditions will be temperate; will require manipulation of keyboard and knowledge of sound system.

\_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor

\_\_\_\_\_ Date \_\_\_\_\_  
 Incumbent