

CHURCH ORGANIST

First United Methodist Church
Carlisle, Pennsylvania

I Title - Church Organist

II Basic Qualifications

The Church Organist should possess music background, training and abilities as needed for a church organist.

III General Duties

The Church Organist shall play for the Sunday Services of Worship; Special Congregational Services; and Choir rehearsals; may play at wedding and funerals; shall select the Prelude, Offertory and Postlude music; shall submit to the church office titles of music to be used for the weekly service; shall attend music staff meetings and other music meetings as needed.

IV Supervision and Employment

The Church Organist is employed by the congregation of the First United Methodist Church through the Staff Parish Relations Committee and evaluated annually by the committee. The Pastor is the direct supervisor of the Church Organist.

V Work Schedule

Time for Organ practice shall be left to the discretion of the Organist.

VI Salary

Starting salary will be negotiated with the Staff Parish Relations Committee at the time of hiring. Permanent employment begins after a 90 days probationary period. Paid vacation as determined by the Staff Parish Relations Committee.

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General Responsibilities:

1. Care should be given in selecting music, and the Church Organist is expected to keep in mind such things as:
 - (1) The nature of the service
 - (2) The seasons of the church year.
 - (3) Special days
 - (4) The Service and/or Sermon theme.
2. In addition to the Sunday Services of Worship, the Church Organist will be expected to play for special congregational services, which may include, among others, the following:
 - Advent and/or Christmas
 - Christmas Eve
 - Ash Wednesday and Lenten and/or Easter
 - Special Church Anniversary Celebrations
 - Evangelistic or similar-type services
 - Sunday Musicals
 - Hosted Community Services
3. The Church Organist shall have the privilege of using the church organ for instruction of private organ pupils.
4. Substitutes shall be arranged for by the Church Organist with approval by the minister.
5. Repairs and maintenance on the organ and pianos is the responsibility of the Trustee Board, but the Church Organist shall site and care for such matters as they arise and bring to the completion of the maintenance contracts and tuning/maintenance to attention of the Trustee Board for billing.
6. Church Organist has first priority in scheduling use of the organ. Any other use of the instrument shall be cleared through the Church Office and scheduled with the organist