

POLK STREET METHODIST CHURCH

Job Description: Organist and Accompanist

Status: Part-time – position requires up to 20 hours per week of work. Job requires willingness to work outside of regular office hours, on holidays, and on weekends. Job requires attendance at evening events outside of regular office hours.

Position Overview: The Organist and Accompanist is responsible for providing organ music and accompaniment for all worship services at Polk Street.

Supervisor: This position shall report directly to the Director of Music Ministries.

Required Skills, Education, Experience, and Qualifications:

- Demonstrates a personal relationship with Jesus Christ
- Minimum of a Bachelor's degree in music or music ministry
- Three years of church related experience
- General knowledge of sound equipment and mixing
- Advanced knowledge of pipe organ and piano instruments and equipment
- Flexibility to complete tasks/projects independently and collaboratively with a team
- Must be a competent and experienced organist, pianist, and accompanist
- Possess a working knowledge of multiple genres of music
- Ability to maintain a good working relationship with all co-workers and the general public.

Physical Requirements

- Able to move freely in and out of office and various church settings.
- Able to speak in a public forum and to communicate clearly in one-on-one setting.

Essential Job Functions:

- Provides organ music and instrumental accompaniment for worship services, funerals, and weddings at Polk Street.
- Selects and prepares preludes, postludes, and periodically offertory specials.
- Accompanies the choir, small ensembles, soloists, and other groups as requested.
- Accompanies children and youth choirs.
- Works closely with the Director of Music Ministries in accompanying choirs, small ensembles, and soloists during weekly rehearsals and worship services.
- Supervises the maintenance of Polk Street's musical instruments by contacting tuners or repair persons as needed with the approval of the Director of Music Ministries.
- Actively participates in the staff of Polk Street
- Participates in required weekly staff meeting
- Performs other duties as assigned
- Projects a positive image of Polk Street to congregants and the community.

CORE COMPETENCIES

Mission Ownership: Demonstrates understanding and full support of the mission, vision, values, and beliefs of Polk Street Methodist Church.

Spiritual Maturity: Has a vital Christian life that is lived out through the music ministry of Polk Street. Models and develops humility, teachability, accountability, servant leadership in all church relationships.

Interpersonal Skills: Demonstrates the ability to lead others. Keeps strict confidentiality. Demonstrates the skill of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Engages people positively, with a demeanor of optimism and cheerfulness. Maintains a good working relationship with other church staff, congregants, and the general public. Problem solver, is a self-starter, and is able to multi-task. Handles and resolves recurring problems. Is able to guide congregants in the process of finding their gifts to share with the church by encouraging them to see their volunteering as a ministry, rather than as a way to get a job done.

Management Skills: Establishes priorities, works independently, and proceeds with objectives without constant supervision. Demonstrates ability to schedule necessary meetings, oversees unpaid staff, and assembles resources (people, funding, material, support) to get things done.

Leadership Development: Is a good judge of talent and spiritual giftedness. Can accurately project how people are likely to perform in a variety of settings. Provides challenging and stretching tasks and assignments for developing leaders. Stretches people to try new skills and accept new levels of responsibility.

ACKNOWLEDGEMENT

Signature _____
Employee

Date _____

Signature _____
Pastor

Date _____

Signature _____
SPRC Chair

Date _____