

BALDWIN COMMUNITY UNITED METHODIST CHURCH

JOB DESCRIPTION

TITLE: Organist

QUALIFICATIONS:

1. Demonstrates strength and maturity in his/her Christian faith and be willing and able to lead an exemplary Christian life
2. Share and support the Christian vision, mission and values of BCUMC
3. Prefer a Bachelor's Degree in Music and/or Christian Music Liturgy or equivalent experience
4. Demonstrate ability as accomplished organist and pianist
5. Be able to pass a physical examination as may be required
6. Ability to follow oral and written instructions
7. Ability to work and communicate with other employees and individuals
8. Ability to work effectively and efficiently without close supervision
9. Has basic computer literacy
10. Has demonstrated aptitude for skillful and successful completion of the assigned performance responsibilities

The employer may determine such alternatives to the above qualifications as may be required for the specific job vacancy

Background check (PA State Police, Childline, FBI) to be in compliance with Safe Sanctuaries upon hiring

REPORTS TO: Senior Pastor

PERFORMANCE RESPONSIBILITIES:

1. Serve as principal organist and pianist for worship service
2. Accompany weekly Chancel Choir rehearsals
3. Arrange substitute organist as needed
4. Work in tandem with Choir Director during rehearsals and service
5. Assume responsibility for the maintenance of the organ, pianos, other music equipment and submit invoices upon completion of work to the Finance Administrator
6. Assist individuals in planning music for weddings, funerals, and other such events; serve as organist for such events, as needed
7. Perform all other duties and assignments as applicable to the position as may be directed by the Senior Pastor

TERMS OF EMPLOYMENT:

This is a part time position

EVALUATION:

Performance of the job will be evaluated at least annually in accordance with the provisions of the current BCUMC Lay Personnel Policy Manual.

ACKNOWLEDGEMENT:

In signing this Job Description, I acknowledge that I have received a copy of the job description in which I am currently employed. I understand that a signed copy will be placed in my personnel file.

Employee Signature _____ **Date** _____