Updated: May 2017

**PIANIST/ORGANIST**

**John Wesley United Methodist Church**

**JOB DESCRIPTION**

This is a year round, part time position with responsibilities for providing piano or organ music on Sundays and other special services and for choir rehearsals at John Wesley United Methodist Church (JWUMC) in a manner that enhances the spirit of worship and assists the congregation in praising and serving God.

GENERAL REQUIREMENTS

* The Pianist/Organist will possess a strong Christian faith, and will reflect the ethics, values and standards of Jesus Christ.
* The Pianist/Organist understands he/she represents the JWUMC ministry in both work life and private life, and will be sensitive to how others may see him/her in daily life.
* The Pianist/Organist will adhere to the policies and procedures of JWUMC, including, but not limited to the responsibilities of this position.
* The Pianist/Organist will be subject to the Criminal Offence Record Investigation (CORI).

JOB SPECIFIC REQUIREMENTS

* The Pianist/Organist should have formal training in piano and organ.
* The Pianist/Organist should have a strong knowledge of sacred music literature and continue to build this repertoire.

SUPERVISION

* Primary supervision will be by the JWUMC Senior Pastor. The Director of Music Ministries is responsible for all aspects of music at JWUMC; therefore the Pianist/Organist will defer to his/her musical selections and direction. The Staff Parish Relations Ministry Team (SPRMT) shall maintain responsibility for hiring the position. The SPRMT will appoint a liaison to provide support to the employee.

WORK HOURS

* Rehearsal and Service Times:
  + 8:30 a.m. Chapel, 10:30 a.m. Sanctuary, Ash Wednesday, Maundy Thursday, Good Friday, Easter Sunday, and Christmas Eve (three services).
  + The Adult Choir rehearsals (September through June):
    - Wednesday, 7:00 p.m. - 8:30 p.m. There is no rehearsal one week per month.
    - Sunday 9:40 a.m. when the choir performs

RESPONSIBILITIES

* At the 8:30 a.m. Sunday Service play sacred music five minutes before the service, designated hymns, choir or solo instrument accompaniment as needed, offertory, postlude, and other designated music as required during the service.
* At the 10:30 a.m. Sunday Service play sacred music ten minutes before the service, a prelude during lighting of the candles, designated hymns, choir anthem or solo instrument accompaniment as needed, offertory, postlude and other designated music as required during the service.
* Attend choir rehearsals as scheduled and provide practice accompaniment.
* Provide accompaniment to occasional soloists or small groups including a possible Wednesday rehearsal. This is the norm during the summer period (July and August) but also occurs during the remainder of the year.
* Provide the Church Administrator with the name of compositions and composers to be performed for the Prelude, Offertory (when needed) and Postlude no later than Thursday morning before the Sunday service.
* Occasionally attend church meetings with relevance to the Pianist/Organists’ work.
* If the Pianist/Organist is unavailable, he/she is responsible for arranging a suitable substitute.
* Professional development activities such as attending seminars, taking lessons, etc. are encouraged but are not considered a requirement for this position.

PRIVATE EVENTS

The Pianist/Organist will have the right of first refusal for weddings, memorials, socials and funerals held in the church. A separate fee is paid for these services.

SALARY AND BENEFITS

* Salary: As negotiated
* Benefits: As per the current JWUMC Personnel Handbook
  + Vacation: Two weeks in the period September to June and two weeks in the period July and August

PERFORMANCE EVALUATION

* There will be a three-month probationary period beginning from the first date of work. At the end of this period, the Staff Parish Relations Ministry Team (SPRMT) and Supervisor will conduct a performance evaluation.
* There will be an annual performance evaluation conducted by the Staff Parish Relations Ministry Team (SPRMT), the Supervisor and The Director of Music Ministries.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Supervisor Signature Print Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Director of Music Ministries Signature Print Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

SPRMT Member Signature Print Name Date

I acknowledge that I have read and agree to fulfill the duties of the above job description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Employee Signature Print Name Date