

Duties for Organist/Pianist Position – Mt. Olive Lutheran Church (Irmo) March 2024

Job Title: Organist/Pianist

Position Type: Permanent Part-time Salaried

General Description:

- Principal organist provides music for regular worship services (Sunday 8 and 10:30 am). In addition, provides music for special liturgies as outlined below in Work Schedule.
- In collaboration with choir director, find volunteers and hire instrumentalists and vocal soloists when appropriate. Accompany the choir/ensembles and soloists as needed, playing primarily piano as well as organ.
- The Lutheran tradition is the primary guide for the liturgy and hymns but a variation of traditions and styles in vocal and instrumental music is, at times, appropriate.
- Reports to Board of Worship and Senior Pastor

Job Responsibilities:

- It shall be the Organist's responsibility to secure a qualified substitute in case of illness or scheduling conflict.
- Rehearse weekly (currently Sundays at 5:30 pm) with adult choir as well as any soloist or instrumentalists sufficiently to maintain a high level of proficiency of the instruments.

Administrative Duties

- In collaboration with choir director, purchase instrumental and choral music as well as maintain inventory.
- Arrange for the maintenance of all church instruments (piano/organ).
- Hymn selection is completed by organist and approved by Senior Pastor. Shall participate in quarterly planning meetings with Senior Pastor and Board of Worship.
- Track budget (expenses) and make recommendations to Board of Worship before annual budget meeting.

Work Schedule:

The Accompanist (Organ and Piano) shall play at the 8 am and 10:30 am liturgies on Sunday as well as mid-week special services, all choir practices, and other special events.

- Thanksgiving Eve
- Advent (Mid-week, 2/day, 6/season)
- Christmas Eve (2 services)
- Christmas Day
- Ash Wednesday
- Lent (Mid-week, 2/day, 12/season)

- Maundy Thursday
- Good Friday

Right of first refusal for weddings and funerals. Fees/costs for weddings for church members are agreed upon between the family and the organist, separate from the regular duties of the position. The church will cover organist fees for funerals of church members and is also separate from the regular duties of the position.

Organ Description:

3 manual organ - Johannus Opus 30 home organ. Concave pedalboard.

Qualifications

- Degree, experience or skill comparable to a church music degree.
- Sufficient ability to sight read hymns & anthem accompaniments.
- Must have good communication skills.
- Attend seminars and workshops to further their knowledge and education.
- Must pass a background check and provide references.

Employee Statement

I have read this job description and understand the functions of the position.

Employee Signature

Date