

**PEACE LUTHERAN CHURCH
3828 CLEVELAND AVE S
CANTON, OHIO 44707**

JOB DESCRIPTION

Church Organist and Piano Accompanist Part-Time
Minister of Music

Qualifications:

1. Minimum of two years formal technical organ instruction Be able to display a professional level of musical talent from training and experience
2. Have a theological understanding of church music and a working knowledge of the congregation's worship services.
3. Instrumental and vocal accompaniment experience
4. Sight reading skills necessary

Duties:

1. Will be directly accountable to the Pastor. Be able to work collaboratively and in a friendly manner with the Pastor who is in charge of the worship services. Be able to communicate well and in a friendly manner with fellow employees, choirs and congregation so that the music in worship is received with enthusiasm and appreciation..
2. Play the organ and piano for Sunday morning worship services for the creation of a worshipful atmosphere: accompaniment for hymns, anthems, and service music, prelude, postlude and solo pieces; and for other church functions and special services, including but not limited to seasonal midweek services for Lent, Ash Wednesday, midweek lenten services, Holy Week services, Christmas Eve, and Epiphany(January 6th) services.
3. Direct and accompany the adult choir and bell choirs in one rehearsal per week toward participation in worship each Sunday, September-May. In addition, prepare choirs for special services throughout the Church Year. Encourage and support the musical talents and participation of members of the congregation through organizing and coordination of special musical offerings, including soloists, instrumentalists and small ensembles. The music program supports the liturgy by proclaiming and illuminating the written and spoken word.
4. The organist shall have right of play or first refusal in regard to providing music for all funerals and weddings held within the church when requested. Or if unable to provide the music will provide an approved competent substitute organist. Those services will receive compensation from the couples and families involved.
5. In collaboration with the Pastor and with review of the master hymnal of liturgical settings and hymns known by the congregation assist in the hymn selection and timely submission of hymn numbers and titles, prelude and postlude titles to the secretary for the worship bulletin. Select a variety of music that is appropriate and reflective of the liturgical season of the year and within the choirs capabilities.
6. Make proper recommendations and arrangements for the care and maintenance of the church's musical instruments and keep an open record of these repairs
7. Arrange for an approved qualified substitute organist when absent for church services
8. Plan to invest 8-12 hrs per week- the organ will be available for practice time to maintain a high quality of music
9. Oversee the purchase of all necessary choral and organ music as provided within the congregation's budget
10. Review, update, and organize the music files of the church

11. Encouraged to attend the monthly meeting of the worship committee when appropriate.
12. Annual performance review will be done by the Pastor and executive committee of council.

Benefits:

1. A negotiated commensurate with experience starting annual salary of \$12,000 to be paid semi-monthly. The salary package will be reviewed annually and any changes will be made effective January of each year following budget approval at the congregation annual meeting
2. Shall be reimbursed for expenses in belonging to musical guild or associations directly related to serving as Minister of Music (AGO, etc)
3. The Minister of Music shall be given four Sundays of paid vacation/sick/continuing education per year. More than two unexcused Sunday absences are unpaid and grounds for dismissal at the discretion of Council. Barring unforeseen emergency, The Minister of Music will give two weeks notice to the Pastor of any vacation absence and arrange for a substitute for the Sundays absent.

Termination and renewal:

This agreement may be terminated by the Minister of Music or the Congregational Council provided a minimum of four weeks written notice be given prior to the date of termination. Termination may be immediate if break of contract is grievous and serious with necessary Council vote.