

Middlebush Reformed Church
POSITION DESCRIPTION

Position Title: Organist/keyboard player

Reports to the Pastor as Head of Staff.

Worship service responsibilities:

1. Select and play (on organ or keyboard) appropriate service music for one regular weekly worship service and special services (Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, and Easter Sunrise). Service music includes prelude, offertory, postlude and incidental music to enhance the worship atmosphere. If additional unplanned services are required (e.g., community services held in MRC facility) advance notice (two weeks minimum) will be given, and as appropriate, arrangements will be made for compensation.
2. Accompany congregational singing of hymns, responses and other service music as selected by the coordinator of music ministry and the pastor.
3. Consult with the pastor and Worship Team concerning styles of music appropriate for services and seasons of the church year.
4. As required by the choir director(s), accompany the adult and youth/children's choir(s) during rehearsal and performances. The typical pattern is one rehearsal weekly with the adult choir, one monthly rehearsal with the youth/children's choir and Sunday morning worship services from September through June.

Other responsibilities :

1. Arrange for substitute organist/keyboard player for worship services in the event of absences as approved by the Worship Team. Submit necessary forms for payment of substitute in accordance with church policy.
2. Provide advice and consultation to participants and planners for weddings, funerals, memorial services and other special worship services as they arise.
3. Provide appropriate organ/keyboard music and accompaniment for weddings, funerals, memorial services as they arise. If unavailable to play, make arrangements or recommendations for an appropriately skilled substitute. [Remuneration for such services is in addition to the organist/keyboard player's regular salary and is paid by the family being served.]
4. Keep abreast of trends in worship and music styles.
5. Arrange for periodic tuning and repair of church keyboard(s) and organ with prior approval from the Worship Team. In cases of damage or need for repair notify the pastor, the Worship Team and the Deacons.
6. Regularly meet with the pastor and Worship Team in helping to provide oversight of the ministry of music within the church. Attend other church team meetings as appropriate.
7. Provide the church administrator with details of the service music for the bulletin.

Middlebush Reformed Church
POSITION DESCRIPTION

Position Title: Organist/keyboard player (continued)

8. Assist and coordinate with area churches on music outreach and ecumenical services as directed by the pastor and Worship Team. If additional unplanned services are required (e.g., community services held in MRC facility) advance notice (two weeks minimum) will be given, and as appropriate, arrangements will be made for compensation.

Qualifications:

1. Training or appropriate experience in playing organ and keyboard.
2. Training or appropriate experience accompanying musical groups.
3. Knowledge of and experience in performing a repertoire of traditional and contemporary music in worship .
4. Good communication and interpersonal skills.
5. Ability to work with others.

Job Status: This position is a part-time, salaried, exempt position. Work runs for 12 months of the year. Refer to MRC Personnel Policy for additional details.

Consistory Approval: July 14, 2010