

## **First Presbyterian Church of Annapolis**

### **Position Description**

#### **Organist**

**July 2021**

The organist will be contracted for 10 hours per week with a salary of \$15,000-\$20,000 per year.

#### **GENERAL RESPONSIBILITIES**

The organist will be responsible for playing the organ/piano for all services and special events in cooperation with the pastoral and program ministers. The organist will exhibit a high level of musical skills that contribute to the enrichment and maintenance of the church's music program.

She/he will collaborate with the music director in the support of a well-rounded music ministry, combining innovation and tradition and uniting both trained and untrained talent.

#### **LINE OF AUTHORITY**

The Organist will report to and take direction from the heads-of-staff and Music Director.

#### **DUTIES AND RESPONSIBILITIES**

- a. Provide appropriate organ and piano music for worship services (either in person or virtual) including but not limited to Ash Wednesday, Maundy Thursday, Good Friday, and Christmas Eve.
- b. Select music, learn, practice, and review it, determine organ registrations, set up at the organ console.
- c. Select, plan and practice hymn accompaniments and appropriate settings for sections of the service.
- d. Participate in special music events and programs (i.e. concerts, recitals).
- e. Maintain manual and pedal dexterity by regular practice on the organ and other instruments.
- f. Direct and coordinate via virtual platforms as needed.
- g. Learn and adapt choir accompaniments for the organ.
- h. Attend choral rehearsals, rehearsing with other musicians or soloists, and preparing for all such rehearsals.
- i. Select new organ compositions to meet the special and changing needs of the services.

- j. Meet regularly with pastors, music director and other program staff to coordinate worship services and musical needs of the church.
- k. Choose music for worship services which complement and enhance the spoken word.
- l. Encourage a sense of community and dedication among people participating in the music ministry.
- m. Provide a qualified substitute when necessary due to vacation, study leave, or illness.
- n. In conjunction with the music director, arrange for musicians, when necessary, to supplement the music program.
- o. Arrange for maintenance, tuning, and repair of the pianos and organ of the church.
- p. Provide music for weddings and funerals or provide an appropriate substitute.

**q. EXPECTED COMPETENCES**

- a. Creativity and innovation: generates new ideas; takes acceptable risks in pursuit of innovation, and has good judgment about which creative ideas and suggestions will work.
- b. Initiative: seizes opportunities, and sets demanding but achievable objectives for self and others.
- c. Integrity and Trust: is seen as trustworthy by others; keeps confidences; admits mistakes, and responds to situations with consistency and reliability.
- d. Conflict management: understands the dynamics of human negotiation among conflicting interest groups and how to achieve mutual agreement, and can find common ground and get cooperation with minimal anxiety.
- e. Priority Setting: spends his/her time on what is important, and demonstrates focus.
- f. Team Orientation: promotes group goals ahead of personal agendas. Understands and supports the importance of teamwork, and shares credit for success with others.
- g. Responds appropriately to feedback and works collaboratively and respectfully to resolve issues and reach consensus solutions.
- h. Works effectively with others.