

OLIVET MORAVIAN CHURCH
Job Description – Organist

The organist should have a Christian background both in education and training and be dedicated to the work of the church as his/her job relates to the service as a whole.

The cooperation of the organist, choir director, and pastor are essential to a successful worship service. The organist should be willing to meet with the pastor and choir director to plan music for specific church seasons.

The organist should remember that the prelude, offertory, postlude, and all sections where he/she performs alone are integral parts of a worship service, designated to establish, enhance, develop, or climax the progress of the hour. The accompaniment of hymns should be substantial enough to support congregational singing, yet not overpowering or stifling to their concerted volume.

DUTIES:

- The organist will accompany the choir for a call to worship and offertory anthem, and have a prelude and postlude of appropriate music. Music selections for each service shall be given to the church secretary for inclusion in the weekly bulletin.
- The organist should be open to suggestions from members of the congregation and pastor, and respond to their request if he/she feels the suggested music is appropriate.
- The organist is expected to play for all regularly scheduled services of the church. These include Sunday morning worship (and Sunday nights, when necessary), Lovefeasts, communions, Holy Week Services, Lenten Services, and all Chancel Choir rehearsals. The organist is also expected to play for all special services scheduled and for all funeral services of members, if possible.
- The organist shall spend the necessary time at the organ preparing for worship services, which would include any applicable liturgies scheduled.
- The organist should have a good attitude and work harmoniously with the choir director, choir, and pastor. Any personnel concerns should be discussed only with the pastor, and/or the Chairman of the Personnel Committee.
- To assure professional growth, the organist is encouraged to attend seminars and workshops which relate to the work of a church music program.

- While the organist's first responsibility is to Olivet Moravian Church, the organist should be ready to lend assistance to the Southern Province of the Moravian Church, the Moravian Music Foundation, and area churches when needed; and to participate in ecumenical and civic efforts in Winston-Salem and surrounding areas when the music program of Olivet Moravian Church needs to be represented and/or involved.
- If the organist plans to be absent from a regularly scheduled service or choir rehearsal, he/she will clear this with the pastor and/or choir director with as much notice as possible. It will be the organist's responsibility to find a replacement. The choir director will assist if needed.
- In case of illness the choir director and pastor shall be notified as early as possible. It will be the choir director's responsibility to find a replacement.
- The organist will be responsible for locking the console after each service or practice session when he/she has used the organ.
- The organist will work under the direct supervision of the pastor and is responsible to him/her and the Joint Board.

COMPENSATION AND EVALUATION:

- Compensation is on a "per appearance" basis for rehearsals and worship services, the rate determined by the Board of Trustees. The average number of hours/week is expected to be three (3) hours or less. Vacation time is considered as part of this annual average and should be coordinated with the pastor and/or choir director.
- The organist shall be evaluated annually by the pastor and Personnel Committee.
- There will be a 90-day probationary period during which time the employer or employee may terminate the contract without penalty.
- The contract between the organist and Olivet Moravian Church may be terminated with a thirty (30) day written notice by either party and is renewable annually.

Approved by the Joint Board: May 21, 2017