

# OUR SAVIOR'S LUTHERAN CHURCH

## JOB DESCRIPTION

**Job Title:** Organist/Music Team Leader – Part time      **Classification:** Non-Exempt

**Date Created/Revised:** May 2022      **Hours/Week:** N/A

**Employee:**      **Reports to:** Pastor

---

**SUMMARY/OBJECTIVE:** To select and provide meaningful organ and piano music for worship services and other church functions in accordance with the Lutheran Church Calendar.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.*

#### **Organist/Music Team Leader**

- Lead music for worship services from the organ, keyboard or piano for Saturday and Sunday Services, all weekends except one weekend per month (three weekends per month plus any fifth weekends).
- Lead music for worship services from the organ, keyboard or piano for all holiday, mid-week and special services. (The use of the organ or piano by a guest musician may be done by special arrangement.)
- Select and rehearse all prelude, postlude and service music and is responsible for timely submission of hymn numbers and titles for the worship bulletin.
- Accompany Chancel Choir at rehearsals, service warm-ups and services (four rehearsals per month, two services per month).
- Encourage the musical talents and participation of members of the congregation through organizing and coordinating special musical offerings, including soloists, instrumentalists, and small ensembles in cooperation with the worship and music committee
- Arrange for qualified substitute organist or pianist when absent for church services and notify the church secretary in advance.
- Arrange for organ and piano maintenance with a qualified organ and piano repair person as needed.
- Secure a variety of musicians and soloists and select music for special services.
- Rehearse with musicians for special holiday services, youth services, Sunday School programs/services.
- Meet with Pastor and other musicians to plan services.
- Participant as member of Worship Committee and serve as liaison for the music groups during the worship ministry meetings
- Administrative duties: Maintaining the music library, understanding copyright and licensing requirements, develop and administer the music budget as approved by the church council.
- Other duties as assigned by Pastor.
- To invest 12-20 hours per week

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

- Church music experience required preferably with an understanding of Lutheran liturgy and worship.
- Ability to display a professional level of musical talent from training and experience.
- Ability to communicate well and in a timely and friendly manner with the pastors, worship and music committee members, fellow employees, church choir, praise and worship team, and members of the congregation.

**PHYSICAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

- Ability to play organ, keyboard or piano.