

## Church of the Lakes GMC – Job Description

Position: <b>Organist/Accompanist</b>	Compensation: <b>\$22500-\$25,500 based on experience</b>
Category: <b>Support Ministry Staff</b>	Hours: <b>23 hrs. a week</b>
Revision Date: <b>2/11/2025</b>	Full, Part or Volunteer: <b>Part time</b>

**Overview of Position:** Plan prelude and postlude music for sanctuary worship services; accompany weekly rehearsals of adult choirs; accompany Lakeshore and Wesley choirs, accompany rehearsals for small groups and soloists; provide information about upcoming music for weekly bulletin; play music for special services; secure substitute organists as needed; accompany the Chancel Choir on their annual retreat; submit budgetary and maintenance needs to the Director of Music for Sanctuary Services.

### Qualifications:

- A gifted musician with experience as an organist and pianist
- Ability to play and accompany a wide variety of musical styles
- Appropriate references and background checks

### Important Characteristics:

- A Christ-like spirit of acceptance, warmth and conviction.
- Ability to work as a team with the Director of Music for Sanctuary Services
- Ability to be supportive to those musicians requiring an accompanist

### Responsibilities:

- Plan prelude and postlude music for sanctuary worship services (i.e., 8:30 & 11:00) which is in accord with the themes of the season and/or the sermon
- Accompany weekly rehearsals and anthems during services for Sanctuary and Chancel Choirs.
- Accompany rehearsals and anthems during services for Lakeshore & Wesley choirs
- Accompany rehearsals with small groups and soloists as needed
- Provide information about upcoming music for the weekly church bulletin by Wednesday morning.
- Play music for special services (e.g., Advent, Maundy Thursday, etc.) not to exceed five occasions throughout the year. If more services are needed, the organist shall receive additional compensation to be negotiated
- Accompany the Chancel Choir on their annual retreat with the time expectation being no more than one full day of rehearsals
- Secure a substitute whenever absent. The church will continue to pay the organist at the regular rate during the absence. It will be the organist's responsibility to submit check requests to pay the substitute(s). A three week advanced notice is expected unless there is unforeseen illness or family death.

- Plan and play organ/piano for all weddings including rehearsals. This will be an additional compensation paid by the wedding party. If unavailable, the organist shall secure a competent substitute.
- Submit any budgetary and maintenance needs to the Director of Music for Sanctuary Services.
- The organist is not responsible to play at non-worship events such as church suppers or other programs. The organist may play at such events at his/her discretion
- The organist will be allowed to use the organ and piano for practice and teaching. No one will be allowed to use the organ without permission of the organist.
- Any other duties as request by the pastor or Director of Music for Sanctuary Services.

**Supervision:**

- The Director of Music for Sanctuary Services will provide direct supervision.
- The employment of the Organist/Accompanist is the responsibility of the Staff Parish Relations Committee

**Benefits, Vacations and Sick Leave**

See Appendix A

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the Church of the Lakes.