

## TSLC Church Organist/Pianist Job Description

**Reports to:** Lead Pastor

**Status:** Part Time 8hrs/week

**FLSA:** Exempt

**Effective Date:** 9/28/2017

**Job Summary:** The Church organist/pianist leads and accompanies congregational music during worship services in order to enhance the worship life of the congregation. That includes accompanying hymns, small groups, choirs, or soloists, and playing for other portions of the liturgy.

### Essential Functions:

Responsible for:

- Playing the organ/piano for regular Sunday morning worship services.
- Playing the organ/piano for special services, including:
  - Christmas Eve
  - Christmas Day
  - Ash Wednesday
  - Maundy Thursday
  - Good Friday noon and evening
  - Easter
  - Thanksgiving Eve
  - Midweek Advent and Lenten Services
- Accompanying choir(s) during rehearsals and on Sunday mornings as needed
- Preparing and playing for all funerals, weddings and wedding rehearsals at TSLC or help to find a qualified substitute
- Monitoring the condition of the Pipe Organ and pianos, including tuning. Concerns should be brought to the worship and music committee.
- Helping the Music Director preparing the annual music budget; this includes the care and repair of musical equipment and the purchase of music.
- Attending regular staff meetings.
- Attending Worship and Music Committee meetings at the committee's request
- Keeping confidentiality.
- Communicating vacation days to Music Director in advance so an adequate substitute may be found.

### Minimum Qualifications:

- Preferably a Bachelor's degree in organ, music, or have other applicable experience.

**Physical Requirements:**

- Ability to carry up to 25 pounds. Fine motor skills to play the organ/piano. Sitting at organ/piano for extended periods of time. Standing for limited periods of time. Regular bending, stooping, twisting, reaching, grasping walking, sitting, and typing.
- Visual acuity to read music and correspondence. Auditory acuity to be able to listen to others. Ability to speak clearly and distinctly.

**Work Environment:**

- Office setting, Church Sanctuary, occasional classroom, mostly inside with an occasional outdoor worship service.

**Core Competencies:**

- Interpersonal Skills: Establishes good working relationships with all other who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles; has good verbal communication skills.
- Technical Expertise: Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understand which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
- Priority Setting: spends his/her time and directs the time of others to what is important; quickly zones in on the critical issue, and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus.
- Team Orientation: Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.