

Staff Position Description for Organist/Accompanist
Suntree United Methodist Church

Last Updated	9/29/2025
Weekly Duties	usually one rehearsal and one worship service
Supervisor	Director of Worship

Position Overview:

The church organist/accompanist works alongside the Traditional Music Director, under the supervision of the Director of Worship, and in collaboration with other music and pastoral staff members to plan and present inspiring weekly worship services.

Qualifications:

- Bachelor of Music in Organ preferred
- Strong sightreading and accompanying skills
- Experience with conducting and working with choirs in a church setting
- Deep knowledge of liturgical traditions, hymnody, and worship planning
- Warm, collaborative spirit and passion for encouraging meaningful worship through music

WORSHIP- Organist Responsibilities

- Research and prepare organ music that fits with the theme of the worship service
- Play the organ at all traditional worship services - preludes, postludes, service music, and other special music.
- Accompany the Chancel Choir under the direction of the Traditional Music Director at rehearsals, during worship, and other special services
- Rehearse and accompany occasional soloists and ensembles for special music during worship.
- May be called upon to conduct a choir rehearsal when the Traditional Music Director is away
- Ensures there is a qualified substitute for rehearsals and services when away
- Plays for seasonal services, including but not limited to:
 - Holy Week – Maundy Thursday, Good Friday
 - Advent/Christmas – Christmas Eve, Blue Christmas, Community Christmas Concert
 - Seasonal Cantatas
- Has the first right of first refusal to play at traditional weddings, funerals, and memorials when the organ or piano is requested
- Report needed maintenance and repair on the piano and organ in the sanctuary and the choir room to the Director of Worship

CORE QUALIFICATIONS FOR ALL STAFF AND CONTRACTORS:

All staff of Suntree United Methodist Church are expected to embody the following qualities to support a healthy, Christ-centered ministry culture:

Commitment to Christian Faith and the Mission of the Church: Exhibits a vibrant and committed faith in Christ with a passion to fulfill the mission and vision of Suntree UMC: to be a church where we love God, love each other, and love our neighbors in extraordinary ways.

Team-Oriented Spirit: Works collaboratively with staff, ministry leaders, and volunteers, fostering an atmosphere of trust, encouragement, and mutual respect.

Emotional and Relational Maturity: Maintains composure under pressure, handles sensitive matters with discretion, and practices healthy communication.

Confidentiality: Due to the nature of our work, SUMC staff often have access to sensitive and personal information regularly. Staff commit to treating this information with the utmost confidence and respect.

Resilient and Solution-Focused: Adapts readily, responding to challenges with grace, persistence, and a focus on constructive outcomes.

Physical Requirements:

- Physical stamina and energy to work in an active, missional congregation.
- Able to lift 20 pounds
- Work environment is typical of an office

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

All new staff will complete a 90-day orientation period.

All staff must pass a background screening and complete the necessary onboarding paperwork for hiring to be finalized.

All Suntree UMC staff will abide by the Suntree UMC policies, Florida Conference of the UMC Policies, DCF rules and regulations, and the *Discipline of the United Methodist Church*. These include, but are not limited to:

- Staff/Contractor Handbook
- Child Youth Protection Policy
- Employee Conduct Policy
- FLUMC Financial Policies
- Document Retention Policy

We are exempt from unemployment compensation tax; therefore, no benefits are available.