[Church Name]
Organist/Pianist (Music Assistant)

Job Title:          Organist/Pianist (Music Assistant)

Reports To:        Minister of Music

Position Status:    Full-Time

Purpose:
The Organist/Pianist (Music Assistant) is responsible to the Minister of Music for serving at the organ/piano and assisting in the music ministry.

Responsibilities:
- Play the instrument for all regular and special services of the church.
- Serve as accompanist for choirs, ensembles and soloists in regular and special rehearsals and performances, as needed.
- Play for weddings and funerals as requested.
- Assist in planning worship services, choir rehearsals and special music events.
- Plan and give direction to a training program designed for developing organists/pianists in the church.
- Maintain a regular schedule of organ practice and study.
- Serve as secretary to the Minister of Music.
- Maintain music ministry files, library and equipment.
- Work with the graded choirs as assigned.
- Perform other duties as necessary.

I have read and received a copy of my job description.

_________________________________________    ______________
Employee                                          Date

Revised: _______