

**POSITION DESCRIPTION**

**Position:** Organist

**Classification:** Permanent; Part-time (10-15 hours per week)

**Educational Requirements:** Undergraduate degree in Organ Performance or related field; graduate degree preferred, or equivalent experience

**Preferred Skills:** Experience in playing liturgical music in a wide range of styles; competency as both a soloist and a sensitive, responsive collaborative artist; possess a degree of prayer and integrated spirituality to be able to live with the ambiguities of daily life and relate to a wide spectrum of people with sensitivity, compassion, empathy, and sincerity; a self-starter who is deadline-oriented; proficiency on piano and other keyboard instruments.

**Reports to:** Director of Music

**Information Contact:** Director of Music, [jvelez@garychurch.org](mailto:jvelez@garychurch.org)

**Job Purpose**

* As the principal keyboard musician of Gary Church, this person is to be an integral member of the Music Leadership Team. The Organist will be diligent in preparation and performance and will cooperate with others in providing and enabling the highest standard of Christian worship.

**Essential Job Duties**

* Provide all needed service music and hymn accompaniments for the 9 a.m. Sunday worship service.
* Serve as the collaborative keyboardist for all rehearsals and special performances of the Chancel Choir, which rehearses on Thursday evenings.
* Collaborate with all soloists and choirs, as requested, at the 9 a.m. Sunday worship service.
* Provide organ and/or piano music for the 11:11 a.m. Sunday worship service when requested, as well as the following additional services during the year when requested: Ash Wednesday, Maundy Thursday, Good Friday, Christmas Eve, and other possible services, which might include Longest Night (during the week prior to Christmas) and Service of Preparation and Blessing (during Holy Week).
* Provide music for weddings and funerals, subject to availability, for an additional fee. The Organist shall be given the right of first refusal to play for weddings or funerals where music is requested. If the Organist is unavailable, they shall acquire a capable substitute in consultation with the Director of Music.
* Secure substitutes for any service or rehearsal missed, in consultation with the Director of Music.
* Maintain the organ, all keyboard instruments owned or borrowed by Gary Church, and the Schulmerich carillon, including scheduling regular tunings and maintenance, and overseeing repairs, upgrades, and acquisitions as needed.
* Participate as an integral member of the Music Ministry, reporting to the Director of Music and promptly communicate needs or issues that may arise. Attend staff meetings, all-church events, all-staff training and music department events as able.

**Work Environment**

* This position regularly operates indoors, though occasional performances may take place outdoors. At times, musical performances may include loud noises, including but not limited to use of amplification.

**Physical Demands**

* Must be able to remain in a stationary position during rehearsals and performances. Occasionally needs to transport items and musical equipment weighing up to 50 pounds. This role requires frequent communication, both verbal and written, and auditory processing skills. If requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

**Safe Sanctuaries**

* Gary United Methodist Church is a Safe Sanctuaries congregation; as such, all individuals working with children and vulnerable populations are required to undergo a background check and complete Safe Sanctuaries training as a contingency of their position.

**Disclaimer**

* The Employer retains the right to change or assign other duties to this position.

**Compensation**

* Salaried, between $20,000-$24,000 annually with compensation reviewed annually by Staff Parish Relations Committee.
* Paid time off for combined vacation/sick leave/personal time will be with full salary for four (4) individual Sunday services and four (4) weekday rehearsals yearly. Paid time off is arranged with prior approval from the Director of Music.
* Funds for professional development annually, in the amount of $300.00.