



BETHESDA ON THE BAY LUTHERAN
CHURCH & CHILDCARE CENTER

JOB DESCRIPTION
ORGANIST

updated August 2022

FLSA Status: Non-Exempt
Reports to: Director of Music
Level: Part-time
Salary: Commensurate with experience
Other Benefits: 2 Sundays a year

JOB SUMMARY

The Organist is an important role in the life of Bethesda on the Bay. Our expectations are that this person provides faithful, professional leadership in planning and preparing music appropriate to the liturgy, works under the Director of Music and with the Pastor to support the coordination of musicians, and works with staff collaboratively to nurture and uphold these core values:

- Deep spirited worship
- Music that supports the liturgy and season of the church with reverence and joy
- A strong music program that proclaims and illuminates the written and spoken word
- Music in worship that is received with enthusiasm and appreciation by the congregation and the community

ESSENTIAL JOB FUNCTIONS

- Provide organ and/or piano music at all regularly scheduled Sunday worship services.
- Provide organ and/or piano music at congregational midweek or seasonal worship services such as but not limited to, Christmas Eve, Christmas Day, Epiphany, Ash Wednesday, Maundy Thursday, Good Friday, Easter Vigil and Thanksgiving.
- Provide music to be played for prelude, postlude, offertory, communion distribution and other times as needed during worship services.
- Attend Thursday choir rehearsals for the 11:00am worship, and special additional rehearsals when scheduled by the Music Director.
- Provide organ accompaniments when needed for special musical events scheduled in collaboration with the Pastor(s) and Music Director.
- Under the direction of the Director of Music, works collaboratively with the Director of Music, Pastor and Worship and Music Committee in the area of general planning of music programs and worship.

OTHER DUTIES

- Report to the appropriate committee the condition and needs for the maintenance of the church organ and pianos and work in cooperation with the appropriate personnel to provide for maintenance and repair.
- Attend the regularly scheduled meetings of the Worship and Music Committee, Staff and other committees as appropriate.
- In collaboration with the Director of Music and in partnership with the pastoral staff, help to equip congregational members to learn and lead liturgy and other worship needs.
- The Organist shall assist the Director of Music as needed and reasonable.

SKILLS AND TECHNICAL KNOWLEDGE

- To have an appropriate bachelor degree and/or other training in Organ performance. (preferred church music with organ concentration considered)
- To have some experience with sacred music and worship leading.
- To be skilled on the piano and other keyboards.
- Be able to sufficiently accompany congregational and choir singing.
- Have a practical knowledge of and experience with Lutheran (ELCA) liturgy and music as well as an understanding of the church to sufficiently and appropriately select music for traditional worship.
- Sight reading and accompanist skills appropriate for choral rehearsal support.
- The ability to play and work comfortably in a range of styles.

ADDITIONAL INFORMATION

- The Organist is permitted to use the church organ and pianos for personal practice and private lessons as appropriate. When private lessons are offered, the scheduling must be done through the church office and work around church scheduling needs. Students who use the church organ or pianos outside of their lesson are expected to pay a reasonable fee to the church.
- The Organist shall have right of first refusal in regard to providing organ music at all weddings and funerals that are held within the Church. Services of other organists may be used only in consultation with the staff organist and / or the Director of Music. The minimum fee for performing at a local wedding ceremony and providing one consultation (either by phone or in person) shall be in accordance with the Bethesda on the Bay Wedding Guidelines. The minimum fee for a funeral or memorial service shall be in accordance with the Bethesda on the Bay Funeral and Memorial services guideline. Additional remuneration shall be negotiated for rehearsals with soloists or for extraordinary practice time necessitated by unusual musical requests.
- Guest organists or recitalists shall not be permitted to use the church organ without prior consultation with the staff organist and/or the Director of Music.
- The Organist shall read and abide by the personnel policies and procedures handbook of Bethesda on the Bay Lutheran Church.

ANNUAL EVALUATION:

Conducted by the pastor and/or executive council members, in collaboration with the Music Director, the Organist agrees to an annual evaluation of his/her ministry in the context of the total ministry of the congregation.

During the first year of ministry, there will be a preliminary evaluation after 120 days.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Prior experience as an Organist in one or more Protestant churches is preferred (experience in a Lutheran parish a plus). Must possess excellent interpersonal skills. Must have high energy level with a strong results-oriented achievement work ethic.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Person in this position will be required to have a clear background check, which will be done before official hire. This person must have the ability to work in an environment and abide by safe church practices.

EXPERIENCE:

Minimum of High School Diploma or General Educations degree (GED), preferably with post-secondary education degree; business and administrative support work experience preferred, or equivalent combination of education and experience.

REASONING ABILITY:

Ability to define and solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit, and use hands to finger, handle or feel. Specific vision abilities required by this job includes close vision, color vision and ability to focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

This description is intended to indicate the kinds of work duties that will be required in this position. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, or contract work of staff under his/her supervision. The use of particular illustrations describing duties shall not be held to exclude other duties, not mentioned, that are of a similar level of difficulty.