

JOB DESCRIPTION FOR PART-TIME ORGANIST (2017)

First Baptist Church, Rutherfordton, NC

Purpose: To lead congregational singing, to accompany the Sanctuary Choir, and to support the worship service with appropriate musical offerings.

Duties and Responsibilities:

1. Provide organ music at all worship services, including our Sunday morning service and any special services (Advent, Christmas, Lent, Holy Week, Thanksgiving, etc.) Occasional extra rehearsals a year may be added for these services. Responsibilities shared with the Church Pianist during a worship service would be to accompany the congregational hymn singing and playing solo works that would include Prelude, Postlude, Voluntary, Offertory, and Communion serving music.
2. Rehearse with and accompany the Sanctuary Choir. Rehearsals are on Wednesday evenings.
3. Rehearse with and accompany soloists and instrumentalists for any music used in a worship service when needed.
4. Play, when possible, for funerals in which the deceased person was a member of the church.
5. Play for weddings when arrangements are made by the organist and wedding couple. The amount of compensation will be determined by the Organist and the requesting person.
6. Teach organ at the organist's discretion. Details of this arrangement, including scheduling rehearsals will be determined by an agreement between the Organist and First Baptist Church.

Job Expectations:

1. The Organist must be a Christian. The Organist does not have to be a member of the church
2. The Organist should sense a call to this position and be dedicated to this ministry.
3. The Organist should have prior experience in playing the organ and accompanying in church worship. They should have a degree of competence on organ, piano, and the ability to accompany groups and individuals, with a preference of at least a Bachelor of Music degree.
4. The Organist should have knowledge of the instrument and keyboard ability sufficient to play hymns and anthem accompaniments at sight.
5. The Organist should have knowledge of basic music theory.
6. The Organist should have sensitivity and the ability to interact with a variety of people. They should be a team player, working and ministering along with the Church Pianist and Minister of Music.

Vacation, Sick, and Leave Days:

1. Vacation (per FBCR Employee Handbook 2012): Permanent Part-time employees are entitled to vacation with pay as follows (in weeks) based on years of service:
 - 0-1 years – 1 week
 - 1st year – 2 weeks
 - 2nd year and beyond – 3 weeksWeeks are considered one Sunday and one Wednesday

2. Sick Days (per FBCR Employee Handbook 2012): Part-Time employees are provided two weeks sick days with pay after one year of service. Weeks are considered on Sunday and one Wednesday.
3. Family Leave (per FBCR Employee Handbook 2012): The church will seek to accommodate employees who seek unpaid leave in the event of the birth or adoption of a child or the serious health condition of the employee or close family members. Staff will use vacation and sick time before any additional unpaid time may be taken.
4. Bereavement Leave (per FBCR Employee Handbook 2012): In the event of a death in the immediate family, (spouse, child, parent, grandparent, sibling) the employee will be allowed up to three days bereavement leave with pay, not to exceed six days per year. Employees who require more than the allowed days away from work may request vacation time or personal leave of absence without pay, subject to the provisions of the church's leave or absence policy.
5. Extended Leave Policy (per FBCR Employee Handbook 2012) available upon request.

Responsible to:

Pastor, FBCR Personnel Committee, and the Minister of Music as direct supervisor

Salary:

Negotiable, consistent with candidate education, experience, and skill level.

Contact Information:

Email Inquiries: bethfbcr@gmail.com

Congregation Website: www.firstbaptistrutherfordton.com

Information concerning the organ, along with pictures are available at: bethfbcr@gmail.com