

GRACE LUTHERAN CHURCH
Saint Paul, Minnesota

Number 5.2.11
EFFECTIVE Date July 1, 2008

JOB DESCRIPTION

Title of Position: Organist

Summary of Position:

Provide leadership and direction of the organ and piano ministries of Grace during worship and other events. This position is also concerned with outreach and connection to the community where Grace is located.

Supervision:

Ultimate authority---Congregation Council acting on behalf of the Congregation.

General guidance and direction---Worship and Music Committee

Day to Day supervision---Pastor

Major Job Tasks:

- 1. Provide organ music for the following:**
 -] Regularly scheduled services**
 -] Ecumenical Thanksgiving Eve services (when held at Grace)**
 -] Sunday School programs**
 -] Christmas Eve (usually two services)**
 -] Christmas Day**
 -] Ash Wednesday (two services)**
 -] Lenten Wednesday evening services**
 -] Maundy Thursday (two services)**
 -] Good Friday**
 -] Church Anniversary**
 -] Hymn Sings (in cooperation with the Worship and Music Committee)**
- 2. Select music for:**
 -] Prelude, offering and postlude which is of worthy quality and appropriate for use in the liturgical service**

- 3. Submit to the church office:**
 -] Titles of music and other related information for inclusion in the service bulletin no later than Wednesday of each week**
 -] Publicity information for the IN TOUCH and other worship services by scheduled dates**
- 4. May opt to use volunteer member and non-member instrumentalists, ensembles, soloists and handbells with hymns and occasionally at the prelude, offertory, during communion distribution and at the postlude**
 -] Responsible for the selection of approved music and rehearsing with the musicians**
 -] Musicians/Choir Directors who wish to place an anthem in the above mentioned places may do so by coordinating with the organist**
- 5. Accompany:**
 -] With organ or piano the rehearsals of the Sanctuary Choir**
 -] Soloists, ensembles for worship service (including summer music and festival services) or find volunteer replacement**
 -] Liturgists (cantors) for rehearsals**
- 6. Attend Worship and Music Committee meetings and report conditions of instruments: organ, pianos, percussion instruments, music stands, etc. Purchase organ music and organ supplies and/or other musical equipment with prior budget approval of the Worship and Music Committee. Arrange for repair of said instruments.**
- 7. Maintain and keep a record of repairs and maintenance of the organ and by whom**
- 8. Offer advice regarding liturgy and hymns as requested by the Pastor, music staff and Worship and Music Committee members (this includes the hiring and rehearsing of instrumentalists and soloists for festival and special services)**
- 9. Attend music workshops and be reimbursed when approved in advance by the Worship and Music Committee**
- 10. Pastor will recommend the organist to be used for weddings and funerals held at Grace. (At times, families or individuals may have other preferences)**

- 11. For use of the organ section 9.8.0 of the Policy and Procedures Manual shall govern use of the organ and pianos and teaching privileges by guest musicians**
- 12. Be responsible to find a replacement in the event of scheduled or approved absences**

Required Education/Knowledge, Skills and Abilities:

- 1. College graduate with a minimum of three years knowledge and experience in the field. Strong communication skills, including social and organizational skills. Use of internet and computer skills are strongly recommended.**
- 2. Ability to meet, greet and invite people in a pleasant manner in person, over the telephone and by e-mail. Must speak and understand English and possess good listening skills as well as the ability to maintain confidentiality.**

Work Environment:

Work is performed primarily in a building with appropriate heating, cooling and lighting.