



# *Emanuel United Church of Christ*

304 E. Adams Street  
Jackson, MO 63755  
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**Job Title:** Organist

**Responsible to:** Church Membership

**Reports to:** Pastor

## **Objective**

The Organist develops and implements music ministries of the church and actively engages the congregation in worship through music.

## **Responsibilities**

- Play the organ/piano during all religious services and other religious functions held at the church during the church year.
- Select hymns and music appropriate for the liturgical season.
- Provide the administrative assistant with necessary bulletin information of music by Tuesday morning for the following Sunday service.
- Provide musical support for worship services.
- Provide prelude, offertory, occasional special music, and postlude music.
- Accompany the choir during services, choir rehearsals, Sunday School programs, and soloists for special music (as requested).
- Provide musical support for special services, such as the Advent Sing, Easter Brunch, weddings, funerals, and mid-week advent and lent services.
- Work closely with the church administrative assistant to monitor the church copyright reporting.
- Be in church thirty minutes before the beginning of all services.
- Participate in music church staff meetings.
- Maintain an open attitude to developing and altering the music program as the needs and interests of the congregation evolve.
- Keep in regular communication with other staff members, including reasonable response times to emails, texts, and/or messages.
- Keep instrument and music areas neatly maintained.
- Keep the church office and council updated on condition and maintenance needs of organ and piano.

## **Requirements**

The organist should be:

- knowledgeable in a variety of musical styles.
- able to play hymns, anthems, and other sacred music.
- familiar with the liturgy of the church.

**Terms of Employment**

- Organist is a full year, part-time position.
- Hours are set by both the organist and dictated by church services and events.
- Salary is reviewed and approved by the EUCC Church Council.
- The organist will follow guidelines set by the EUCC Personnel Policies Handbook.
- Organist is directly accountable to the pastor for the satisfactory fulfillment of all functions and responsibilities.
- The EUCC Church Council is responsible for conducting yearly evaluations for all staff members. The pastor and Pastoral Relations Committee will be included in the evaluation process of all staff members.