Davidson United Methodist Church

P.O. Box 718

233 South Main Street

Davidson, NC 28036

**POSITION DESCRIPTION:** Date Prepared: Date Approved by SPRC:

Organist 08/22/2019 08/24/19

**STATUS:** Full-time, Salaried

**HOURS:** 40 Hours per week, Sunday - Thursday

**BENEFITS:** Medical & Dental Insurance, 403(b) Retirement Plan

**General Purpose of Position:**

The Organist will work in direct consultation with the Pastor for Music and Worship providing creative and administrative support in running the music program at Davidson United Methodist Church.

**Organizational Relationship and Supervision:**

The Organists reports to the Pastor for Music and Worship. The Pastor for Music and Worship, in cooperation with the Staff Parish Relations Committee, provides coaching and performance feedback as needed with a minimum of an annual performance evaluation.

**The Primary Job Responsibility:**

The primary job responsibilities are to support the Pastor for Music and Worship, play the organ/piano for worship services.

**Responsibilities:**

* Work with the Pastor for Music and Worship, the Director of Children’s Music and all other members of the DUMC music department in administering all facets of the music ministry program.
* Along with the Pastor for Music and Worship, select and purchase repertoire, communicate with choir members, and plan weekly rehearsals.
* Along with the Pastor for Music and Worship, accompany and assist in directing weekly chancel choir rehearsals.
* Assume leadership responsibility for choirs assigned by the Pastor of Music and Worship.
* Lead all weekly worship services in playing the organ/piano, and coordinating processions and recessions
* Assist small groups, ensembles, and soloists in preparation for worship.
* Work with individual choir members in learning notes for more challenging music
* As needed, lead funeral/memorial services by playing the organ/piano and rehearsing with any choir or soloists.
* Assist Pastor for Music and Worship on the planning
* Potential for leading and directing one handbell choir, including recruitment of members, maintenance of handbells, purchase of music, and scheduling times for playing in worship.
* This position description is not an exhaustive list of all functions that an employee may be required to perform, and that the employee may be required to perform additional functions.

**Qualifications and Aptitudes:**

* Must embrace Christian discipline and United Methodist doctrine and theology.
* Must possess a proven ability to work effectively with diverse individuals, and volunteers.
* Must be detail oriented and have excellent written and verbal communication skills, conflict management skills, and computer skills
* Must maintain regular and punctual attendance; work cooperatively with others; and comply with all Church policies and procedures.
* Proficiency in Microsoft Excel, Word, PowerPoint, Publisher, Outlook, and Google Drive
* Proficiency in Sibelius a plus
* Proficiency in social media
* Understanding of managing databases
* Editing skills – grammar, spelling, etc.
* Desire to be in ministry and work in a church setting

Experience Requirement

* Bachelor’s degree in music (organ preferred) required. A Master’s degree is preferred.
* Minimum 5 years of experience in music ministry or equivalent