

RESULTS ORIENTED JOB DESCRIPTION
MOSCOW FIRST PRESBYTERIAN CHURCH

Job Title: Church Accompanist (Piano/Organ, Part-Time, 38 weeks/9 months)

Reports to: Pastor, Music Minister, and oversight by the Personnel Committee

Compensation: Expected work week of 5 hours per week at \$100 per week

Term of Appointment: September 6, 2021 through May 28, 2022 for a total of 38 weeks including 4 weeks off as arranged and agreed upon by all parties.

Leave Benefits: None

In cooperation with the Pastor and music staff, the Accompanist will participate in worship services by providing appropriate piano/ organ music, as agreed upon with the Pastor and members of the worship planning group, and provide accompaniment in other music-related facets of the congregational life as time allows. The Accompanist may also assist in planning worship services with the Pastor and/or other staff members.

Principle Duties and Responsibilities:

1. **Playing the piano/organ:** Plan, prepare and perform piano/organ music for worship on Sunday morning. Serve as accompanist at scheduled choir rehearsals and performances, and, as needed, accompany the singing of hymns, anthems and other vocal and/or instrumental soloists or groups during Sunday worship from September through May. Personal and church music libraries may be used.
2. **Planning:** Collaborate with the Pastor, music staff, worship planning group and Administrative Assistant, as requested, to prepare the order of worship, giving special attention to the piano and organ music and accompaniment. Ensure that all music information is provided to the Administrative Assistant, musicians, and worship leaders in a timely manner. (Note: Emphasis is placed on collaborative participation and seasonal worship events, particularly during Advent, Christmas Eve, Holy Week and Easter.)
3. **Additional Scheduling:** Subject to the Employee's available hours within the stated expectations, provide organ or piano music for additional services of worship; two services on Christmas Eve; extra worship service(s) scheduled during Holy Week; services on Easter Sunday, and for special seasonal musical concerts and rehearsals..
4. **Additional Services:** Have an option to play for weddings within the church, with fees set according to the church Wedding Booklet. The Accompanist will also provide music for memorial services and funerals as the employee's schedule permits. The Accompanist's fee will be set by the funeral director, or not less than \$75.00 if the funeral home is not involved.
5. **Provision for Substitutes:** In consultation with the Pastor, music staff, and Administrative Assistant, arrange for an appropriate substitute when not able to be present for a scheduled service or rehearsal. Substitutes shall be paid from a budgeted amount for scheduled Accompanist absences. If budgeted funds are exhausted, the pay for substitutes will be deducted from this employee's salary.

6. **Notice of Termination:** Employee is an at-will employee of the church. The employee will provide thirty (30) days advance, written notice to the Pastor if the employee wishes to terminate employment or not renew this contract. If the need arises for the church to terminate employment, the personnel committee will provide 30 day's notification if possible.

Knowledge, Skills, and Abilities Required

1. Must possess a solid musical foundation in performing and accompanying music for worship on the piano and/or organ.
2. Must be flexible in planning and implementation according to the needs of the church, Pastor, musicians, worship leaders and other staff.
3. Must demonstrate the ability to establish and maintain effective working relationships with the Pastor, staff, church members, and other musicians who are serving the church.
4. Must be willing to accept assignment of other musical duties and responsibilities, as necessary.

Relationships

The Accompanist reports to the Music Minister and Pastor, participates as an effective team member with other staff and volunteers, relates to the Session and other church groups as directed, and with oversight by the Personnel Committee.

Annual Performance Review

Both the Accompanist and Personnel Committee (including Pastor) shall review this document annually to ensure that it accurately reflects the activities and responsibilities of the position and provides a basis on which to evaluate the performance of the employee. This review shall also include an evaluation of working relationships.

Approvals

EMPLOYEE _____ Date _____

CHURCH REPRESENTATIVES

Name _____ Date _____
Moderator, Personnel Committee

Name _____ Date _____
Pastor