



CHURCH ORGANIST

DATE: July 2026

CLASSIFICATION: Hourly/Nonexempt

PAY RANGE: \$40-\$55 an hour depending on experience, usually 8 hours per week

SUPERVISION: Under the supervision of the Director of Music.

SUMMARY/OBJECTIVE – The Church Organist is an integral part of First Congregational Church's Music program. The Organist provides organ/piano music at the Worship Services regularly scheduled on Sunday mornings by accompanying the choir and soloists as requested and selecting appropriate service music to perform.

ESSENTIAL FUNCTIONS

Duties and Responsibilities

1. Serve as the accompanist for the Congregation on songs, hymns, and service music as requested by the Director of Music, sometimes with other musicians.
2. Serve as the accompanist for the Sanctuary Choir at the weekly Thursday evening rehearsal and at each Sunday morning service.
3. Selecting, planning and practicing solo music for services: usually (but not always nor exclusively) the prelude, offertory, and postlude.
4. Serve as the accompanist for the soloists/ensembles as scheduled; rehearsals to be arranged as necessary.
5. Consult with Senior Minister and Director of Music regarding the planning of music for worship.
6. Consults with the Director of Music concerning the maintenance of the organ and pianos owned by the church.
7. The organist is expected to attend any performances and rehearsals, which are scheduled outside the normal "Thursday/Sunday" routine. These can include Christmas Eve, Christmas Sunday, Maundy Thursday, and the like. The organist may need to provide appropriate organ/piano music for these services. Exceptions can be negotiated with the Director of Music as needed.
8. Collaborates with the audio technician to establish balance of all sound sources and volumes to ensure helpful and effective musical leadership in worship.
9. Writes articles and reports occasionally to share with the congregation about music plans and about the organ.
10. Organist is given right of refusal for all weddings, funerals, or other special programs for which an organist is required. Extra pay above the normal salary will be provided for these extra opportunities/ The organist will coordinate with Senior Minister and Director of Music in finding a substitute if Organist cannot play at a particular special event.
11. If scheduling time off, Organist will secure appropriate substitute and work with Director of Music in negotiating time off.
12. Regular attendance at weekly Worship Staff meetings to review the service.

COMPETENCIES

- Enthusiasm for and understanding of others’ musical skills, from amateur to professional
- Present, attentive, and supportive in rehearsals and worship services
- Strong commitment and desire to work with others as both a team player and leader
- Good oral, written, and interpersonal communication skills
- Has understanding of Church music (hymns, holidays, seasons of the Church year)
- Knowledge of or ability to become proficient in playing the Moeller Organ, and understanding the breadth of its capabilities and how it can be used to play a variety of musical compositions – from church hymns, contemporary, to classical
- Able to play piano or organ, including sight-reading, to accompany soloists and choir and to help with rehearsal and learning of parts
- Some flexibility in schedule to accommodate special services and events

SUPERVISORY RESPONSIBILITIES – None

WORK ENVIRONMENT – This job operates in a religious and church environment. In this position we expect the person to respect religious spaces and practices of this church and to be supportive of our church’s mission statement and our commitments to be inclusive and accessible.

PHYSICAL DEMANDS – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually resounding.

POSITION TYPE AND HOURS OF WORK – This is a part-time, hourly, nonexempt position, usually approximately 8 hours a week. The weekly schedule is accompanying all Thursday night rehearsals and Sunday services, with flexibility on practice and prep hours. Absence from either rehearsals or Sunday Morning services may be discussed and negotiated with the Director of Music. And, the Organist will attend any performances and rehearsals which are scheduled outside the normal “Thursday/Sunday” routine. These can include Christmas Eve, Christmas Sunday, Ash Wednesday, Maundy Thursday, etc.

First Congregational Church/LB reserves the right to change the duties of the job description at any time.

Acknowledged by:

Employee Name

Supervisor Name

Signature

Signature:

Date:

Date: