

*First United Methodist Church  
504 E. Highway 50, O'Fallon, IL 62269*

**Professional Accountability: The Minister of Worship Arts**

**Position: Part Time**

**Purpose:**

Works with/Reports to the Minister of Worship Arts in order to usher and lead the congregation in a spirit of worship that draws people to discipleship in Jesus Christ.

**Responsibilities:**

- Provide appropriate organ/piano music for Sunday services, generally including but not limited to: *Gathering Music, Prelude, Hymns (selected by the Pastors or through collaboration), Choral Anthems/Special Music/Guest Musician(s), Offertory, Communion, and Postlude.*
- Rehearses each week with the Chancel Choir and occasionally with other ensembles or soloists.
- Establish a personal weekly rehearsal time at the organ and inform the main office of your schedule. These established practice times will be reserved in the Sanctuary.
- Meet as needed with the Minister of Worship Arts for planning and preparation of worship services and other events.
- Submit the titles and composers of music literature to the church office by Tuesday (end of day) for inclusion in the Sunday bulletin.
- Additional services and events that are part of base pay may include choir concerts, Maundy Thursday, Good Friday, Easter services, Christmas Eve services, etc. These events will be coordinated with the Minister of Worship Arts.
- Provide adequate notification for all absences so that qualified substitutes can be scheduled.

**Qualifications:**

- Authentic relationship with Jesus Christ as Savior and Lord.
- Love and respect for all people.
- Proficient musical skills on the organ and piano.
- Sense of humor and positive attitude.
- Strong team player with the rest of the staff and congregation.
- Committed to the church's vision, mission, leadership, and people.
- Experience in accompanying vocalists as well as instrumentalists preferred.

*Additional services or events which are not part of the position's base salary for which you will be appropriately compensated.*

- May be requested to provide accompaniment for funerals, memorial services, and weddings.

**Statement of Confidentiality and Evaluation:**

I understand that the information and activities I deal with in my job at O’Fallon First United Methodist Church is confidential. I will not discuss it, copy it, or in any way disclose any information acquired by me, during my employment, except as specifically authorized to do so by my supervisor. This includes, but is not limited to, the names of individuals, I encounter, and financial and gift information.

Any violation of these rules is grounds for immediate dismissal from work and is subject to other disciplinary processes for infractions of church policy.

The Organist/ Accompanist works directly with the Minister of Worship Arts, and receives an annual performance evaluation with the SPRC and Senior Pastor.

I understand that I must pass a criminal background check.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Parish

\_\_\_\_\_  
Date