

1E. Organist Job Description
Plymouth Congregational Church

The Organist, under the supervision of the Senior Minister is a part time position with responsibility for providing organ and piano musical offerings and accompaniment for worship, choir rehearsals, and special services. Duties shall include the following:

- Provide organ and/or piano music and accompaniment for two Sunday worship services.
- Provide Prelude, Postlude and Offertory music for two Sunday worship services.
- Notify Church Secretary of music selections by Wednesday prior to Sunday services.
- Accompany selected hymns, doxologies and responses.
- Accompany choral anthems during Sunday worship services (September through May).
- Rehearse with and accompany guest artists for Sunday morning services.
- Attend weekly choir rehearsals and perform accompanist duties.
- Attend fall choir retreat and perform accompanist duties.
- Be available for special services and choir rehearsals throughout the calendar year. Special services include: Thanksgiving, Christmas Cantata, Christmas Eve (4 services), Christmas Day, Ash Wednesday, Maundy Thursday, Palm Sunday, Easter (3 services) and Pastoral Installations.
- Attend bi-monthly Staff Worship Planning meetings.
- Other music responsibilities as agreed to by the Senior Minister and Organist.
- Participate in performance reviews to be conducted by the Senior Pastor.

The Organist will receive first option to provide music for Weddings, Funerals and other special services at the Church. Compensation for such events are separate from salary offered and will be determined as they arise.

The Personnel Policy of Plymouth Congregational Church shall be the governing document for all dealings between the Church and the Organist. Organist acknowledges receipt of a copy of this Policy.

Compensation, hours, and benefits will be reviewed annually by the Personnel Committee. Any changes in job description and/or recommendations regarding compensation and benefits must be reviewed by the Personnel Committee and authorized by the Church Council.

The following is for information only and is not formally part of the Job Description
January .2002 through December 2002:

Treat each worship service and each choir practice as a unit. There are approximately 133 units through the calendar year I then divided the total number of units (133) into the 2001 Organist salary of \$9,780 for

a per unit cost of \$73.53 which is rounded up to \$75. Both organists will log their units. When they share a rehearsal or service they each get ½ unit (\$32.50).

Compensation is adjusted to include what would otherwise be the addition of two weeks paid vacation per year for a single organist. In the event that both organist are unable to play for a particular Sunday, a substitute organist would be compensated by using the above formula.

The Church has pay dues for both organists to be members of the American Guild of Organist and during the Initial Review Period the church shall pay for private lessons and/or consultations as negotiated by organists and approved by Senior Minister.

**Performance reviews will be conducted by the Senior Minister at the end of six months and again at the end of December 2002.