



Organist / Pianist Job Description
Main Street United Methodist Church
306 South Main Street
Kernersville, NC 27284

***Our Vision:** Fostering vital communities through love and life-changing experiences.*

***Our Mission:** We exist to make disciples of Jesus Christ for the transformation of the world.*

Organist Job Description:

SKILLS NEEDED: A love of music and a strong desire to share your faith in Christ through music ministry.

- Excellent organ skills—technical dexterity and accuracy; command of the instrument, skillful registrations; improvisatory skills a plus; knowledge of classical organ repertoire
- A true church organist with service-playing experience; ability to play hymns with proficiency and sensitivity; a passion for music ministry
- Excellent accompanying skills; excellent sight-reading skills; can play open score
- Strong piano skills; ability to play a variety of different musical styles
- Strong sense of commitment to the Church; A team player who works well with others—staff and lay-people; can be flexible
- A degree in organ/music preferred but not required

RESPONSIBILITIES:

- Organist for two Sunday Services at 8:30am and 10:55 am. Accompany the Chancel Choir at the 10:55 Service.
- Accompany Chancel Choir Rehearsal weekly.
- Provide organ music and choir accompaniments and any extra rehearsal required for additional special services, concerts, choral workshops, or other special events at the discretion of the Music Director or the pastor (see calendar of typical special services attached).
- Prepare organ or piano accompaniments in advance of choir rehearsals when possible
- Pray for this ministry and its participants

EXPECTATIONS:

- To serve as the church organist for the 8:30 worship service and the 10:55 worship service, providing weekly service music including Prelude and Postlude. Accompany or provide an Offertory as needed.

- Accompany Chancel Choir at 10:55 Worship Service and perform all rehearsal duties related to accompanying the choir. This involves providing organ or piano accompaniments depending on the stylistic considerations of the music selected.
- Accompany any vocal or instrumental soloists or ensembles, Handbells, including Blackwell Singers, at the request of the Director. In the past Blackwell Singers rehearsed once a month during the Sunday School hour with additional rehearsals as needed.
- Accompanist for occasional special services such as Cantatas, Christmas Eve, and Holy Week, Concerts, or other Choral events at the discretion of the Music Director.
- Play for weddings and funerals, as needed. Additional remuneration for funerals will be paid by the family and is detailed in the Funeral Policy. Remuneration for weddings is listed in the wedding manual and is paid separately.
- To act as a liaison for the church for wedding music. Discuss with the Music Director any music that is deemed inappropriate for weddings.
- To act as “curator” of the organ, coordinating maintenance/tuning of the organ as required.
- To be a musical representative of Main Street United Methodist Church, always presenting a spirit of willingness and cooperation regarding the music department, worship, and the church at large.

TIME REQUIREMENT: Approximately 10 -15 hours per week depending on the season of the church year. These hours include two Sunday Services; weekly Chancel Choir or Combined Choirs rehearsal from 7:30 pm – 9:00 pm Wednesdays and other times as required; Blackwell Singers Rehearsals as detailed above, and individual rehearsal time. In addition, the organist can expect to provide service music for occasional special services, concerts, choral workshops or other special events at the discretion of the pastor or the Music Director. (A calendar of typical special services is attached.)

TRAINING/CONTINUING ED: Continuing education opportunities may be available at the discretion of the Music Director.

IMMEDIATE SUPERVISOR: The Director of Music Ministry

Pianist Job Description:

The Chancel Chorale Accompanist/Pianist is a vital part-time position supporting Main Street United Methodist Church’s music ministries worship experience.

General/Weekly Responsibilities – Approximately 6-9 hours weekly

- Play for Monday Chorale rehearsal each week from 7:00-8:30 p.m.
- Play for Sunday morning rehearsal at 8:00 a.m., and service from 8:30-9:30 a.m.
- Accompany the Chorale at the 8:30 Service
- Rehearse for and play for solos and ensembles, including Singing Kirkmen, as needed
- Work under the direction of the director of music ministries
- Arrange for a substitute if necessary for rehearsals or services
- Play for any additional services, activities, or events involving the Chorale or Singing Kirkmen

As needed Responsibilities:

- Funerals - If a pianist is requested for a funeral, the pianist will be contacted by the Director of Music Ministries to arrange for the funeral. *The pianist is not paid by the church but is compensated separately outside their church salary by the family as detailed in the MSUMC Funeral Policy.*
- The pianist is asked to play for special services such as Christmas Eve 4:00pm, and sometimes for the 7:00 pm, and/or 11:00 pm services on Christmas Eve; Ash Wednesday Services; Lenten Noon Services
- Occasionally, the 8:30 pianist is asked to play for a 10:55 am Service for special Presentations such as Christmas or Lenten Cantatas; Easter and Holy Week Services; or to accompany a special soloist or anthem.

Place in Organization: This position reports to the Director of Music Ministries

Knowledge and Skill Requirements:

Required:

- Sight read and play hymns.
- Play prepared selections in a range of musical styles and difficulty.
- Play four-part choral music for rehearsals.

Preferred:

- Choral accompanying/church pianist experience
- Ability to play for a variety of conductors and soloists.

Additional Qualifications:

- Display spiritual maturity.
- Demonstrate patience with congregation and with co-workers.

Position Contacts: This position requires frequent contact with the Director of Music Ministries for the purpose of coordination and update.

Magnitude: What are the areas with measurable results upon which this position has direct or indirect impact? Assisting church worship services by operating smoothly with minimal disruptions.

Areas of Impact: Contributing to a positive MSUMC Sunday worship experience.

Compensation and Benefits

This part-time position does not include MSUMC benefits; however, refer to MSUMC Personnel Policy Guidelines for applicable vacation days. Salary is commensurate with education and experience and is paid monthly around the 15th of each month.

SALARY Range for Organist / Pianist: \$34,000-37,000 commensurate with education and experience.

Organist Calendar Addendum of Typical Special Services

- Jan MLK Service at 5:00pm on the Sunday prior to the MLK Holiday
Mid-Winter Choral Workshop on a Saturday morning
- Feb, Mar, or April
Ash Wednesday Service in the evening. Play for the Noon Service as needed.
Cantata; any additional Lenten Services as needed, including, but not limited to, Holy Week Services (Maundy Thursday; Good Friday; Sunrise Communion Service; Easter Sunday Services at 8:30 and 10:55). Schedule includes all services, the regular Wednesday Rehearsal and two additional Monday Rehearsals. Usually there are no night rehearsals the week after Easter.
- May Play for any Special Concerts or Service Projects involving the choirs--Some years we have had a special Aldersgate Concert in May on Heritage Sunday; or other type of choral project between Easter and the beginning of Summer that could involve one dress rehearsal and performance.
- June Summer Combined Choir Rehearsals start at **7:00pm on Mondays**. The Organist/Pianist plays for the Monday night Rehearsals in June. There are no Wednesday night rehearsals in June.
- When the organist is away for vacation, *the church will pay for the organ-sub for paid vacation Sundays*. Please inform the Director of Music well in advance of any absence as it is necessary to book substitute organists 3 to 6 months in advance or more, depending on the season of the year.
- July There are no regular Monday or Wednesday night rehearsals in July except as needed at the discretion of the Music Director
- Aug Summer Combined Choir Rehearsals start at **7:30pm on Wednesdays**. The Organist/Pianist plays for the Wednesday night Rehearsals in August. There are no Monday Night Rehearsals in August.
- Sept Regular Chancel Choir Rehearsal schedule resumes at 7:30pm on the Wednesday night after Labor Day.
- Fall Choral Workshop—we sometimes have a kick-off choral workshop on a Saturday morning in August or September.
- Nov The week of Thanksgiving we have one Combined Choir Rehearsal on Monday night; there is no Wednesday night Choir Rehearsal on the night before Thanksgiving Day.
- Dec Monday night Combined Choir Rehearsal and Wednesday Dress Rehearsal prior to the Christmas Cantata with organ, piano and guest instrumentalists
- Christmas Eve—three services:
4:00pm—Family Service
7:00pm Service—with organ, piano and guest instrumentalists (Rehearse at 6:00pm)
11:00pm Service—with organ and guest instrumentalists (warm-up at 10:30)
- We run a regular service with choirs on the first Sunday of Christmastide, but there are no night rehearsals between Christmas and New Year's Day. Regular rehearsals resume after New Year's Day.

Main Street United Methodist Church

Kernersville, NC

#2063

1994

Great Organ

8'	Principal	61 pipes
8'	Bordun	61 pipes
4'	Octave	61 pipes
2'	Fifteenth	61 pipes
IV	Mixture	244 pipes
	Chimes	preparation
8'	Festival Trumpet	[CH]

Swell Organ

8'	Flute à cheminée	61 pipes
8'	Viole de gambe	61 pipes
8'	Voile céleste [TC]	49 pipes
4'	Prestant	61 pipes
4'	Flûte conique	73 pipes
2 2/3'	Nasard	61 pipes
2'	Flûte	
1 3/5'	Tierce	61 pipes
IV	Plein Jeu	244 pipes
16'	Basson-Hautbois	73 pipes
8'	Trompette	61 pipes
8'	Hautbois	
	Tremulant	
8'	Festival Trumpet	[CH]

Choir Organ

16'	Gedeckt	73 pipes
8'	Geigen Principal	73 pipes
8'	Gedeckt	
8'	Gemshorn	61 pipes

4'	Principal	
4'	Koppelflöte	61 pipes
2'	Octave	61 pipes
1 1/3'	Quinte	61 pipes
III	Scharf	183 pipes
8'	Krummhorn	61 pipes
	Tremulant	
8'	Festival Trumpet	61 pipes

Antiphonal Organ

8'	Flauto Dolce	61 notes
8'	Erzähler	61 notes
8'	Erzähler celeste [TC]	49 notes

Pedal Organ

32'	Untersatz	32 notes
16'	Principal	44 pipes
16'	Brumbass	44 pipes
16'	Gedeckt	[CH]
10 2/3'	Quinte	[CH]
8'	Octave	
8'	Flötenbass	
8'	Gedeckt	[CH]
4'	Choralbass	
II	Mixture	64 pipes
32'	Kontra Posaune	32 notes
16'	Posaune	56 pipes
16'	Basson-Hautbois	[SW]
8'	Trompete	
4'	Klarine	

Schantz

Since 1873

You Can Hear The Difference

Schantz Organ Company • P. O. Box 156 • Orrville, Ohio 44667
 (800) 416-7426 • Fax: (330) 683-2274 • Email: Schantzorg@aol.com