

PELL CITY FIRST UNITED METHODIST CHURCH
MINISTRY PROFILE

TITLE: Organist

REPORTS TO: Music Minister and Staff-Pastor Relations Team

QUALIFICATIONS:

1. Experience as an organist in a traditional church setting
2. Strong interpersonal, verbal, and written communication skills
3. Strong organizational and administrative skills with attention to details and time management
4. Familiarity with the *United Methodist Hymnal*

ESSENTIAL FUNCTIONS:

1. Plays organ at traditional church services (8:30 and 10:30)
2. Provides accompaniment for Morning Watch once monthly May-September
3. Selects, prepares, and performs preludes, postludes and offertories in rotation with Choir Director/Pianist
4. Occasional additional accompaniment of choir anthems
5. Choir accompaniment during absence of Choir Director/Pianist due to vacation or illness, etc.
6. Communicate with the Office Manager names of music and other details related to music by the Wednesday prior to the service, so that the Order of Service may be prepared in a timely manner
7. Assist with special services, such as Hanging of the Green, Christmas Eve, Ash Wednesday, and Holy Week, as determined by the Senior Pastor
8. Select music in keeping with United Methodist theology as outlined in the *UMC Book of Discipline*
9. Attend quarterly staff meetings (meeting after Sunday Worship)
10. Assist with other duties as needed and required by the Senior Pastor/Associate Pastor and the SPRC.

PERSONAL ATTRIBUTES:

1. Growing relationship with Jesus Christ (and ability to express such)
2. Self-motivated, dependable, and punctual
3. Willingness to be an active team player
4. Strong work ethic
5. Ability to maintain confidentiality
6. Ability to adjust easily to changing priorities
7. Maintain a positive attitude

EVALUATION: Performance will be evaluated semi-annually by the SPRC, in conjunction with the Senior Pastor

APPROVED: October 11, 2011