



Organist

Position Description

(Approved September 2021)

Reports to: Pastor

Qualifications:

- Committed follower of Jesus Christ willing to abide in and support the identity and values of the Evangelical Lutheran Church in America (ELCA) and St. Philip's Lutheran Church
- B.A./B.S./B.F.A. degree relating to organ or equivalent work experience
- Previous work/ministry experience
- Strong organizational and time management skills
- Ability to anticipate needs and plan accordingly
- Ability to work with volunteers
- Understanding and compliance with copyright laws
- Ability to pass required background and agency checks

Primary Responsibilities:

- Provide organ/piano music and accompaniment at the Traditional worship service
- Provide organ/piano music at other special services as needed
- Perform at our annual Music Sunday and Christmas Concert
- Arrange for brass and related music with other instrumentalists for festival services on Easter and Reformation Sunday
- Rehearse with the Sanctuary Choir during the program year on Wednesday evenings (September-May)
- Using knowledge of the liturgical year, select music with Pastor for worship services
- Communicate weekly music information into collaborative online worship planning file
- CCLI online Reporting
- Arrange for a substitute organist during vacation time weeks
- Provide music at weddings and funerals, if available (additional compensation)

Cross-Program Performance Expectations:

- Ensure all music and activities are aligned with the doctrine, values, and mission of the ELCA and St. Philip's Lutheran Church

- Establish and maintain consistent and comprehensive communication with pastoral, music (worship band, Sanctuary choir, bell choir), and other staff members
- Report to the senior pastor the condition and needs for maintenance of the church organ
- Develop a stakeholder evaluation of effectiveness /satisfaction submitted yearly to the Pastor
- Strive for continuous improvement
- Develop and maintain positive working relationships with all stakeholders, program leaders and volunteers, members of the congregation, Board of Administration, and staff

General Expectations:

- Attend appropriate meetings as needed to fulfill responsibilities and expectations
- Communicate weekly work schedule with the Pastor
- Other duties as assigned by the Pastor