

July 2024

Gay Street United Methodist Church
18 N. Gay Street
Mount Vernon, OH 43050
740-392-6626

The organ is a 42 rank Pipe Organ newly installed by Muller Pipe Organ Company. The organ was the cover feature on the June 2023 issue of the American Organist Magazine.

Organist/Pianist Job Description

The Organist/Pianist is part of the overall music and worship life of the Gay Street United Methodist church. Through music selection, preparation, leadership, and performance the organist/pianist enhances the purpose of worship, which is to deepen our love of God, experience life in community, and inspire faithful service in the world.

Responsibilities:

1. Weekly worship including 2 services on Sunday mornings (Chapel & Sanctuary)
 - a. The Organist, in consultation with clergy and other worship leaders will plan, share resources, choose music, and prepare for worship.
 - b. Typical weekly services will include a prelude, postlude, congregational accompaniment, sung responses and liturgy, and an offertory.
2. Accompaniment of the Chancel Choir, including rehearsals
3. Be responsible for the development and use of special music in the worship service, in cooperation with musicians and other music groups within the church as opportunity, need, and schedule allows.
4. Seasonal additional worship or programs as planned, and as available (to include Ash Wednesday, Palm Sunday, Maundy Thursday, Good Friday, Easter, Christmas Eve, and Christmas).
5. Attend worship/staff meetings as planned, and/or as available.
6. Meet at least monthly with the worship team, if needed.
7. First right of refusal in playing for weddings and funerals (to be reimbursed separately by the families - Snyder Funeral Homes recommend an honorarium of \$175.00)
8. Attend worship planning meetings or other administrative meetings on occasion and if needed/requested: Trustees, SPRC (Staff-Parish Relations Committee), and Church Council.
9. Be familiar with the physical properties and maintenance of the organ, piano, and other keyboard instruments and work with the Trustees and staff on needs for repair, replacement, tuning, etc.
10. The organist is to submit the music selections for the preludes and postludes 4 weeks in advance to allow enough time to check the copyrights for the music, especially the LiveStream copyrights.

Accountability:

1. The organist/pianist is hired by the Staff/Parish Relations Committee (SPRC). Communication with the SPRC will be through regular meetings with a liaison. The SPRC will assess the position regularly according to the agreed upon responsibilities, personal and professional goals, and effectiveness in the life of the church.
2. The SPRC reviews salaries yearly and submits recommendations to the Finance Committee. This is a salaried position, based on 8-10 hours per week. Years of education and professional experience will be taken into account.
3. While the SPRC has an employment supervisory role for this position, music staff will work closely with clergy staff and are expected to be amenable to their leadership.
4. Absences for vacation (6 Sunday off per year), continuing education, personal needs, or illness should be coordinated and/or reported to the SPRC and senior pastor. The organist/pianist is responsible for finding substitutes for worship responsibilities, a list of possible organists/pianists has been provided to the current organist.

Salary: To be determined based on candidate.