



## CHURCH STAFF POSITION TITLE

Organist and Pianist

## POSITION SUMMARY

The Organist and Pianist provides hymns, choral accompaniments, and voluntaries for worship services, collaborating with volunteers and professionals as needed. He/She also assists the Pastor and Director of Music and Worship in the overall development of music and liturgy.

## ESSENTIAL FUNCTIONS

- Prepares and practices all keyboard music for worship, including the choice of appropriate registration for the Allen organ.
- Selects voluntaries (preludes, offertories, postludes, and music for sacraments) appropriate to his/her level of ability, the instruments available at WC and the liturgy, season and lectionary for the day.
- Attends and accompanies all rehearsals of the chancel choir.
- Advises and coordinates with the Director in the maintenance of the organ and pianos.
- Plans and collaborates with the Director in the selection of music for worship.
- Provides title, composer, and relevant copyright information of musical selections for inclusion in the bulletin.
- Leads chancel choir rehearsal when Director is unavailable.
- Guides and assists volunteer and contracted musicians in preparation of solos, duets, etc.
- Receives first refusal for weddings and funerals at Walker Chapel.

## CORE COMPETENCIES

- Interpersonal Skills: Establishes good working relationships with staff and volunteers; embraces volunteers as essential contributors. Easy to work with. Encouraging, collaborative, approachable.



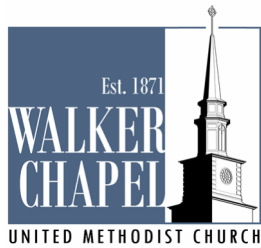
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*The mission of Walker Chapel is to befriend, nurture, and serve all of God's children*



- Initiative: Must be comfortable working independently, defining goals, and adhering to self-directed work schedules with minimal supervision.
- Time management: Uses time effectively and efficiently; arrives on time or early to all scheduled engagements with music professionals and volunteers; aligns use of time with appropriate priorities.
- Personal Resilience: Copes well with changes in the Order of Worship, including the occasional last-minute revision. Demonstrates flexibility with changing circumstances and competing priorities.
- Self-Development: Maintains specialized skills required for the job. Sets “stretch goals” designed to improve fluency and expand knowledge of repertoire.
- Organizational Knowledge: Develops relationships with congregants. Understands basic church governance structures and anticipates their attendant concerns. Accesses both formal and informal networks for support in fulfilling the essential functions.
- Team Orientation:
  - Respects and supports the musical authority of the Director.
  - Sets an appropriate tone for staff-volunteer relations.
  - Offers ideas and solutions for the benefit of others.
  - Is comfortable sharing credit for team outcomes.
- Worship Leadership:
  - Facilitates relevant and inspiring worship.
  - Exhibits sensitivity to the theological and aesthetic orientation of the Pastor and congregation.
  - Creates moments of worship that draw congregants to an experience of the divine.

## MINIMUM QUALIFICATIONS

- Fluency on organ and piano.
- Ability to read written sheet music fluently and accurately.
- Ability to prepare musical selections to an adequate standard of performance—sometimes on short notice.
- Substantial experience in service playing and accompanying choral rehearsals (two years for each).



## **COMMITMENT**

This is a part-time position requiring 10-12 working hours per week, or as directed by the Director of Music and Worship.

This position is subject to the provisions of the Walker Chapel United Methodist Church Employee Handbook.

## **COMPENSATION, BENEFITS AND ACCOUNTABILITY**

Compensation is commensurate with experience. Performance reviews are held annually.

At this time, employment benefits are limited to paid vacation and sick leave. For employees working less than full time, annual paid leave is computed as follows: the number of hours per week of earned leave is the same as the minimum number of hours worked per week, as specified in the employee's individual job description or letter of employment. For example, during the first five years of employment, an employee who is scheduled to work twelve (12) hours per week would be eligible to take either two work weeks (24 hours) of continuous annual leave or 24 separate hours (12 hours per work week x 2 weeks of vacation = 24 hours equivalent).

All employees will annually accrue paid sick leave up to one and one-half (1.5) times the minimum number of hours per week that they are expected to work per week as set forth in their job description.

The Church Organist and Pianist ultimately reports jointly to the Pastor and the Staff/Pastor-Parish Relations Committee of the Church Leadership Board.