

Ralston United Church of Christ
7638 Maywood Street Ralston, NE 68127

Job Description: Organist

The position is designed to enhance the music ministry of Ralston United Church of Christ musical leadership and accompaniment for the congregation.

Responsibilities of the Organist

- to promote the spiritual life of the congregation through the music ministry
- to be familiar with and to support the overall vision and goals of the congregation
- to be supportive of the pastor
- to work collaboratively and communicate frequently with the pastor to coordinate music
- to keep the lines of communication open
- to bring concerns directly to the pastor

Specific Primary Responsibilities

1. Provide organ and/or piano accompaniment for the congregation and possibly choir during Sunday morning. Musical offerings on Sunday may include hymns, anthems, special music, solos, prelude, offertory, postlude, recessional, response, communion music, and on special occasions, possibly cantatas.
2. Cooperate with the pastor in her/his choice of music for worship.
3. Recruit and prepare substitutes to perform during scheduled absences, in consultation with the pastor.
4. May provide organ or piano accompaniment for the congregation and possibly choir as discussed with pastor.
5. May provide music for weddings and funerals. Stipend is determined by church "Wedding Guidelines" and funerals are usually paid by mortuaries.

Supervision

1. The Pastor is the direct supervisor of the Organist.
2. Absences must be reported to the Pastor with as much advance notices as is possible.

Evaluation

After each year of employment, a review between organist, Pastor, Church President, Chair of the Music committee or a representative, and the Trustee Chair will be held. In mutual agreement, an extended contract will be offered.

Compensation

1. The gross starting salary of the Organist is \$100 per week.
2. State, federal tax, Social Security and Medicare withholding deductions will be withheld from the paycheck. The employee completes a W-4 regarding deductions and will receive a W-2 issued in January of each year for the previous year. The pay check is placed on the organ bench at the church on a monthly basis.

Termination

1. Both parties understand that signing this contract is a commitment until at which time one or both of the parties wish to terminate it.
2. Either party may terminate this contract by a notification of at least thirty days (30) prior to departure.

Date of hire _____

Employee_____ Date _____

Pastor _____ Church President_____