**Calvary United Methodist Church (CUMC) Position Description**

Position Name: Organist, Pianist & Choir Director Status/Hours: Part-Time - 10 hrs./week  
  
Employee Name: Hire Date:   
  
CUMC Mission Statement: *Sharing God's love in community through worship, fellowship, service and outreach.*  
**Position Summary**: The Organist/Pianist & Choir Director is responsible for the planning, preparation, and presentation of music to enhance traditional worship at Calvary UMC.

**Duties and Responsibilities**:  
  
a. Worship - In coordination with the Pastor, select appropriate music for all segments of the traditional worship service in keeping with the liturgical church calendar and the Pastor's weekly theme and/or message. Play the organ and/or piano for traditional worship services. Plan special music where appropriate in the worship service; rehearse and accompany performers when needed. Choose music for choirs to perform and maintain the music library. Direct the adult and children's choirs; plan and lead choir rehearsals. Accompany special music performers as scheduled. Coordinate music for weddings, funerals, and other special services  
  
b. Education - Teach music by leading the adult and children's choirs and through the collaboration with people sharing their musical gifts. Support the musical needs of the Christian Education program  
  
c. Safe Sanctuary - As mandated by Pennsylvania State Law and/or per conference regulations, maintain current practices and procedures for the safety of children and vulnerable adults

d. Community Outreach – Collaborate with other churches for ecumenical services and events

e. Communication - Communicate actively with all staff, leadership, volunteers, and congregation. Provide music announcements for the website and church publications  
  
f. Technology - Help coordinate the care of the church organ, pianos, and other instruments. Responsible for the online quarterly reporting of licensed music used during livestreamed worship services or other church events to Worshipcasting and CCLI.  
  
g. Pastoral Support - Collaborate with the Pastor to develop and implement programs as deemed appropriate

h. Leadership - Recruit members for choirs. Attend staff and worship meetings and other meetings, as required. In coordination with the Pastor, prepare and monitor the annual budget for music.  
  
**Interpersonal Skills**  
  
a. Must demonstrate hospitality with a friendly, compassionate, and enthusiastic demeanor to welcome and engage all people.  
  
b. Must possess a passion for shepherding children, youth, and adults using a mentoring approach.  
  
c. Embraces teamwork as a vital aspect of ministry with a willingness to support the work of other staff members, ministry leaders & volunteers to achieve overall organizational goals

d. Maintain confidentiality, whether oral, written, or electronic, in a manner that ensures the right of privacy for all individuals.

**Requirements and Preferences**  
  
Knowledge/Technical Skills - Gifted musician with expertise in organ and/or piano. Training as a director of adult and children's choirs.

Interpersonal Skills - Articulate, compassionate, and effective communication skills. The position also requires the attributes of flexibility, compromise, and cooperation with the Calvary staff, students, volunteers, teachers, and members.  
  
Qualifications - Must possess strong organizational and leadership skills and a high level of verbal/written skills  
  
Education - College degree preferred, but not required

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Staff Signature Date

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Pastor Signature Date

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SPRC Chair Signature Date