

HIGHLAND BAPTIST CHURCH

POSITION DESCRIPTION

POSITION TITLE: Organist/ Music Associate

REPORTS TO: Associate Pastor of Music and Worship

GENERAL SUMMARY: Serves as Organist and Accompanist for worship services and Choir Rehearsals. Assists the Associate Pastor for Music and Worship

ESSENTIAL DUTIES AND TASKS:

1. Music and Worship
 - a. Play organ and piano for regular and special worship services.
 - b. Accompany choirs, ensembles, and soloists for their rehearsal and performances.
 - c. Lead sectionals as needed.
 - d. Contribute to the work of the Worship Ministry Group.
 - e. Contribute to creative worship planning.
 - f. Recruit, develop, and retain participants in the music ministry.
 - g. Provide leadership in the absence of the Associate Pastor for Music and Worship for musical groups.
 - h. Maintain a regular practice schedule.
2. Pastoral Care
 - a. Create a caring and nurturing environment within all musical groups.
 - b. Provide care and support to members of the music ministry.
3. Administrative Tasks
 - a. Work with the Associate Pastor for Music and Worship to administrate, coordinate and schedule musical programs.
 - b. Administer and maintain the music ministry's physical assets, including instrument maintenance.
 - c. Help maintain the music library.
 - d. Work with the Associate Pastor for Music and Worship to oversee the Choral Scholars.
4. Other Duties
 - a. Perform other duties as assigned.

WORKING CONDITIONS:

This work is performed in congregational, public, and general office settings.

MACHINES, EQUIPMENT

Musical instruments, computer and printer, copy machines, telephone.

MINIMUM QUALIFICATIONS:

Master's degree in music. A combination of education and experience may be substituted when excellent keyboard skills are demonstrated. Church music experience, knowledge of Biblical, theological, and hymnological disciplines. Good leadership, communication, and interpersonal skills. Ability to work with diverse populations. A valid driver's license.

Reasonable accommodations may be made to those who are able to perform the essential duties of the job.

SPECIALIZED SKILLS AND KNOWLEDGE:

Experience with layout and design software, and use of Sebelius is preferred.

SALARY:

Up to \$27,000-\$40,000 annually commensurate with education and experience.

The above statements are intended to describe the general nature and level of work being performed by people assigned to the job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Highland Baptist Church reserves the right to revise this Position Description, as it deems necessary.