

Organist

The organ is Hillgreen Lane, three manual with 17 ranks of pipes.

The organist will....

1. Play for all Sunday morning worship services (including early services when needed) unless prior arrangements have been made – including all Communion Services, Easter service(s), Ash Wednesday evening service, Maundy Thursday, Good Friday, Palm Sunday, Community Lenten evening services when hosted by First UMC and Christmas Eve service(s).
2. Attend weekly adult choir rehearsals as scheduled, including choir rehearsals for special services as required by the church schedule.
3. Make arrangements for a substitute organist to play when unable to be present for any service.
4. Play for weddings conducted at First Church, and be present for any necessary planning session and rehearsals as well as the ceremony (Before and after the service until all attendees have been greeted). Compensation will be the responsibility of the bridal couple.
5. Schedule a rehearsal time mutually agreeable with any soloist requesting a rehearsal.
6. Maintain open communication lines with the Pastor, choir director, church office personnel and the administration of the Church, including, but not limited to advance notice of absences.
7. Adhere with full cooperation to the worship service once it is established by the Pastor, with input from the organist and the choir director.
8. Be granted paid vacation Sundays at a rate not greater than one per calendar quarter unless unusual circumstances should occur and prior arrangements made. An additional fifth Sunday will be granted for length of service and may be taken during any quarter. Paid vacation may not be taken over the holidays listed in the first paragraph.
9. Be eligible for vacation days under the following calendar year schedule.

In calendar year hired will get 1 Sunday of vacation. Schedule below will begin at start of next calendar year.

1-10 years	2 Sundays
11-15 years	3 Sundays
16-20 years	4 Sundays
20+ years	5 Sundays

Organist _____

Staff/Parish Relations Chairperson _____

Date _____

Starting Salary Range: \$6,500-\$8,000

[Revised 8-5-2014]