



St. Philip Lutheran Church

GATHER • SERVE • CELEBRATE

7531 S Kendall Blvd • Littleton, CO 80128

www.stphilip-co.org • 303-979-4491

At St. Philip Lutheran Church we intentionally build relationships through Christ to grow and serve.

Organist/Pianist Job Description

Updated July 2024

**SUPERVISED BY: DIRECTOR OF MUSIC MINISTRIES
NON EXEMPT, PART-TIME HOURLY POSITION**

Purpose of the job:

Play organ or keyboard accompaniments and solos at all Sunday worship services and special services throughout the church year as well as accompany the Sanctuary Choir at their rehearsals and when they sing for services. We are fortunate to have a Rodgers T968 organ in our sanctuary and a newer Boston grand piano.

Essential duties of the job:

1. Cooperates with Senior Pastor, Director of Music Ministries, Music Team and Worship Styles and Formats team in general planning and leadership of overall church music program throughout the year.
2. Attends and participates in all choir rehearsals as well as instrumental rehearsals when needed.
3. Plans weekly prelude, postlude, hymn arrangements and cover music for all worship services with the Director of Music Ministries.

4. Provides Office Administrator with weekly music selection by Monday morning two weeks prior to the service.
5. Plans and schedules, together with Director of Music Ministries, for special music for all services when regular choirs are on vacation and during summer months.
6. Provides or approves arrangements of organ/keyboards accompaniment and special music needs for all weddings and funerals, and consults with wedding party or the family of the deceased, as necessary.
7. Plans, together with the Director of Music Ministries, an annual program and program budget for the organ/keyboards area, which is submitted to the Music Team for approval.

Jobs supervised by this position:

None

Meetings to attend:

None

Accountability:

This position is responsible to and reports directly to the Director of Music Ministries.

Position specifications:

This position plays for Sunday morning services, Wednesday evening choir rehearsals, Wednesday midweek services in Advent and Lent, Holy Week services, two Easter Sunday services, Christmas Eve services (3, 5, and 7 p.m.), and a Thanksgiving Eve service (6:30 p.m.) As part of service playing, the organist is responsible for rehearsing with and accompanying the choir, soloist or ensemble providing special music as needed.

The organist/pianist of St. Philip is paid per service and rehearsal they are required to attend. The organist may take time off as needed, with the exception of Christmas Eve and Easter. The organist is not paid for services or rehearsals they do not play for. The organist is responsible for engaging a substitute organist from the list of substitutes recommended by the Director of Music.

Sunday morning services are at 9 a.m. Wednesday service times vary from year to year. Choir rehearsals are on Wednesday evenings. Holy Week services are held at the following times: Maundy Thursday, 6:30 p.m.; Good Friday, 6:30 p.m.

Compensation per service and rehearsal is as follows:

- First service on Sunday - \$200; any subsequent services on the same Sunday - \$100
- Rehearsals - \$75
- Midweek Advent and Lenten services - \$75
- Maundy Thursday, Good Friday, Thanksgiving Eve - \$200
- Christmas Eve and Easter - \$200 for the first service and \$100 for subsequent services on the same day

(Preparation for all services is expected and is included in the payment for each service.)

There are no other compensation benefits with this position.

Reviews:

It is the policy of St. Philip to hold annual reviews – a process beginning in August and ending no later than September. In the first year of employment a 3 month and 6 month review will also be held.

Qualifications:

1. Organist with at least basic level of skill
2. Pianist with professional level of skill
3. Accompanist with excellent sight-reading skills and ability to read lead sheets
4. Interest and capability in various musical styles
5. Capable in various musical styles
6. Interpersonal communication skills
7. Flexibility
8. Desire to make all decisions mindful of the vision and mission of St. Philip to be a welcoming place which invites, equips and sends
9. Set an example in personal life reflective of God's calling

Suggested affiliations:

None

Please send cover letter, resume and references by July 19th to:

Janet Shibly

Director of Music Ministries

jshibly@stphilip-co.org