

Organist/Choir Director Job Description
Bradford Congregational Church of the United Church of Christ

January 3, 2019

(The Church Council shall temporarily assume the role of the music Committee until the Music Committee shall be formed.)

The Music Committee in cooperation with the Pastor shall recommend to the Church Council the hiring, appointing and dismissal of the organist/choir director. Termination shall require two weeks written notice from the Music Committee and the Church Council. The organist/choir director shall give two weeks written notice of his/her resignation to the Music Committee and the Church Council.

The position of Organist/Choir Director shall be a part time position. The Organist/Choir Director shall report to the pastor and the Music Committee.

Requirements:

- Proven proficiency in playing our organ and piano.
- Ability to work as a team.
 - Assisting in development of music for worship services.
 - Excellent interpersonal skills with proven ability to work with diverse personalities.

Duties:

- Provide service music for all religious services. Fees for funerals and weddings to be set by the organist and paid by those for whom the organist's services were requested.
- Direct the Chancel Choir.
- Monitor the condition of the organ and piano and keep the Music Committee informed of their condition.
- When special music is selected, an invoice for their services shall be given to the Treasurer of the church.

Vacation:

- The organist/choir director shall be entitled to two paid Sundays off and two paid preparation days annually.
- All of the following days are not available as days off:

The six Sundays of Lent	Maundy Thursday
Easter	Rally Sunday
Thanksgiving Sunday	All Sundays in Advent
Christmas Eve	
- In the absence of the organist/choir director it shall be the responsibility of the Music Committee to select and hire a substitute.
- All days off shall be negotiated with the Music Committee/Church Council and the pastor.

Music Committee Chair or Moderator

Date

Organist/Choir Director