

**JOB DESCRIPTION FOR ASSOCIATE DIRECTOR/ORGANIST
FIRST UNITED METHODIST CHURCH OF SAN DIEGO
2017**

Overview:

The Associate Director/Organist is an integral part of the ministry team of First United Methodist Church of San Diego. In addition to outstanding musical skills, this person is expected to evidence a strong commitment to the Christian faith, pastoral sensitivity in the exercise of his/her duties for the spiritual nurture of the congregation and community, and creativity in working with the clergy, staff, and laity; using music to further the ministry and mission of the church. The Associate Director/Organist reports directly to the Director of Worship, Music and the Arts.

Specific Duties:

Some of the specific duties include:

- 1) Provide organ and/or piano music for all traditional and special worship services. Also provide organ support for the annual Advent and either Lenten or post-Easter concerts involving the Chancel Choir and Masterwork Chorale.
- 2) Accompany all regularly scheduled and special event rehearsals of the Chancel Choir.
- 3) Lead sectional rehearsals as requested by the Director of Worship, Music and the Arts.
- 4) Accompany the Masterwork Chorale and conduct rehearsals from the piano in the rare absence of the Director.
- 5) Rehearse with and accompany the vocal and instrumental soloists as needed.
- 6) Assist the Director of Worship, Music and the Arts in identifying talented instrumental soloists in the congregation who may be incorporated into the worship music.
- 7) Provide music for Weddings and for Funerals/Memorial Services, with the right of first refusal and for additional remuneration.
- 8) Serve as carillonneur (carillon is played from the Sanctuary organ console).
- 9) Arrange for substitutes during approved absences.
- 10) Oversee the maintenance of the organs and pianos.
- 11) Direct newly formed ensembles that expand our current offerings based on the expertise of the Associate Director/Organist.
- 12) Other duties may be added to this list by the Director of Worship, Music and the Arts.

Additional Details:

- 1) The Sunday morning worship services include preparing and playing a Prelude (5 min.), an Offertory (2-3 min.), and a Postlude (3-4 min.); accompanying the Chancel Choir and vocal and instrumental soloists; and providing the necessary bridges and interludes to weave the service together into a seamless whole.
- 2) The Wednesday mid-week service is a contemplative prayer/communion service. It presently involves a 15-minute Prelude for personal meditation, two congregational hymns (selected with the presiding pastor), music during the distribution of Communion, and a Postlude. On occasion, guest musicians may be invited to participate.

- 3) Weddings are planned by the staff Wedding Coordinator. The Associate Director/Organist communicates with the wedding couple in the selection of their music and rehearses with the soloists. The Associate Director/Organist does not attend the wedding rehearsals.
- 4) Memorial services/funerals are planned by the pastor's meeting with the families and are coordinated by one of the office staff. The Associate Director/Organist plays a supportive role, sometimes advising on the selection of hymns and placement of music in the service, and rehearsing with a soloist as needed.
- 5) The Associate Director/Organist may be invited by the church Cultural Events Committee to perform a solo organ recital, a hymn or choir festival, or a concert by the vocal quartet. Additional compensation is offered for these events.

Planning and Meetings:

- 1) Regularly attend: Tuesday morning all-staff meeting; weekly worship planning meeting, with the preaching pastor, the Director of Worship, Music and the Arts, and the Executive Secretary, to plan details of the Sunday services; regular meetings with the Director of Worship, Music and the Arts, to review details of upcoming events; other meetings as needed with the pastor in charge of the mid-week service, the Senior Pastor, and other staff members.
- 2) Participate in occasional extended meetings/retreats with the ministry team to explore the broader issues of ministry.

Personal and Professional:

- 1) Maintain musical skills through regular practice and attendance at conferences and conventions. A partial subsidy for conferences and conventions may be available.
- 2) The Associate Director/Organist is encouraged to develop his/her professional career in keeping with the responsibilities of this job.