

## **Title: Church Keyboardist**

### **Position Description**

**Purpose:** To work with the Pastor, Director of Music, and the Session providing music for worship services and choir rehearsals.

**Accountability:** Accountable to the Director of Music and the Pastor as Head of Staff.

### **Responsibilities of all staff:**

- Preserve and promote church unity.
- Work with the Director of Music, Pastor, and Session to develop the spiritual potential and growth of the church.
- Accept other responsibilities/duties as assigned by the Session.
- Encouraged to participate in church fellowship and activities.

### **Responsibilities:**

- Work closely with the Worship & Music Committee and encouraged to attend the Worship & Music Committee meetings.
- Coordinate with the Director of Music to respond to other music needs that come from/through staff persons or church committees.
- Appoint a substitute when he/she cannot be present for rehearsals or services of worship.
- Accompany regular choir(s) rehearsal(s) in preparation for the weekly service(s).
- Provide music for the weekly worship services and other special music programs.
- Responsible for the church organ maintenance, scheduling its use, and reporting to the Worship & Music Committee.
- Care for and maintain all other church owned musical instruments and other music equipment.
- Be available to play at weddings and funerals that occur at the church in coordination with the Director of Music, as needed.

### **Evaluation:**

- Initial performance review will be at 30 days, or as directed by the Pastor and the Personnel Committee.
- Thereafter: Performance reviews will be conducted annually by the Pastor and the Personnel Committee.
- The Personnel Committee will annually review the adequacy of compensation.

Ref: Book of Order  
Guidelines for Session Personnel Committees

10/17/2011