

**Keawala'i Congregational Church
United Church of Christ**

POSITION DESCRIPTION

Job Title: Organist
Reports to: *Kahu/Pastor*
Date Position Is Available: Immediately

Summary

This position works with the *Kahu/Pastor*, the Choir Director, and the Board of Deacons and reports directly to the *Kahu/Pastor*. Primary duty is providing organ music for regular Sunday services at 7:30 a.m. and 10:00 a.m. and as needed for choir rehearsals between 8:30 – 9:30 a.m. on Sundays.

Hours

5 hours per week. Duties are to be performed on, but not limited to, Sundays between the hours of 7:30 a.m. and 12:00 noon. Choosing organ music, prep time and meetings may require additional time on other days occasionally 1-2 hours per week.

Helping with weddings, funerals, and memorial services will require additional hours on various days of the week, as available. Pay for such services shall be in addition to the negotiated salary. Current pay is \$150 for such events.

Compensation

Payment based on an annual salary of \$6425 is to be paid on the fifteenth and the last day of the month.

Essential Duties & Responsibilities

Choosing music for preludes, offertories and postludes; playing all hymns and other music sung by the congregation, and when needed, accompanying the church choir on Sunday mornings and occasional services during the year, such as Maundy Thursday, Easter rehearsal, Thanksgiving Day, Advent, Christmas Eve Rehearsal, and Christmas Eve.

Choosing organ music for special occasions.

Playing for weddings, funerals and memorial services, as needed and available. (*See Hours above*)

Other duties as may be assigned.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Musical Skills

Chooses organ music, in consultation with the *Kahu*/Pastor, that is in line with the church's theology and worship styles; assures that hymns and other congregational singing is supported by the organ.

- Interpersonal Skills

Works effectively and cooperatively with the *Kahu*/Pastor, Choir Director, choir, pianist, volunteer musicians and others; and is able to solve conflict and differences of opinion by working directly and only with those individuals involved without judging or blaming.

- Oral Communication

Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; and demonstrates group presentation skills; participates in meetings as needed and as directed by the supervisor.

- Teamwork

Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; is able to build morale and group commitments to goals and objectives; and supports everyone's efforts to succeed.

- Visionary Leadership

Displays passion and optimism; inspires and mobilizes others to fulfill the vision and mission of the Church.

- Leadership

Exhibits confidence in self and others; and accepts feedback from others.

- Quality Management

Demonstrates accuracy and thoroughness in musical presentations; maintains the organ; and looks for ways to improve and promote quality.

- Cost Consciousness

Works within approved budget; develops and implements cost saving measures; and conserves organizational resources.

- Diversity

Shows respect and sensitivity for cultural differences; and promotes a harassment-free environment.

- Ethics

Treats people with respect; keeps commitments; inspires the trust of others; works ethically and with integrity; supports affirmative action and respects diversity; and complies with the Safe Church Policies and Procedures of the Church.

- Organizational Support

Follows policies and procedures; supports church's goals and values.

- Planning/Organizing

Prioritizes and plans work activities; and uses time efficiently.

- Professionalism

Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; and follows through on commitments.

- Safety and Security

Observes safety and security procedures; uses equipment and materials properly.

- Attendance/Punctuality

Is consistently at work and on time.

- Dependability

Follows instructions; responds to management direction in a cooperative manner; takes responsibility for own actions; keeps commitments; and completes tasks on time or notifies appropriate person with an alternate plan.

- Innovation

Displays original thinking and creativity; meets challenges with resourcefulness; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention; and remains open to new ideas while remaining committed to the Church's vision and mission.

- Initiative

Quickly addresses all issues and challenges; and consistently adds new music to existing repertoire.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience

High school graduation or a bachelor's degree is preferred. Proven ability as an organist, and at least two years of experience. An awareness of church music that is inspiring and fitting for specific occasions.

- Skills

Ability to read and speak in English; ability to read and interpret music; and an understanding of basic organ techniques including organ registration.

- Other Qualifications

Must be able to work at services and meetings of the organization that occur on evenings and weekends.

- Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle music and to use hands and feet to play the manuals and pedals. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.

Work Environment

Although the church building is the primary place where music is rehearsed and performed, there may be other places where duties will be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Personnel Information

As a Casual, Part-Time employee, employee benefits, such as pension, health insurance, vacation and sick leave pay are not included with this part-time position.

Vacation time is negotiable at the time of hiring and is without pay. There is no paid sick leave. The position requires finding a replacement when unavailable.

There will be a 3-month probationary period, starting from the first day of employment, during which time the employee will be evaluated for suitability for ongoing employment.

If hired, the employee shall comply with policies contained in the Church Employee Personnel Handbook, and any revisions made to it.

Send cover letter & resume to:

Thom. Probst
Chairman- Board of Trustees
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