

**Genesis United Methodist Church
Part-Time Accompanist
2024 Job Description**

Position Status: An Average of 8 Flexible Hours per Week

Salary: \$12,000 Annually

Purpose

The Accompanist shall provide musical leadership to support the mission of Genesis United Methodist Church. In addition, it is understood that this person is to be the primary keyboard instrumentalist for the music ministries of the traditional worship service.

Qualifications and General Understandings

- Have a strong Christian faith and a commitment to sharing God's love
- Have keyboard (traditional and contemporary) and other instrumental skills
- Have a cooperative spirit and good communication skills necessary to being a team member
- Have a willingness to learn new skills through continuing education
- Have organizational and time management skills

Responsibilities

- Work with the pastor(s) and choir director in the planning and selection of music for all traditional worship service and seasonal programs
- Select the prelude, postlude, and offertory for the traditional worship service(s) and other special services.
- Accompany and perform all music for choir rehearsals and traditional worship services as well as special services which include, but are not limited to, funerals, Ash Wednesday, Holy Thursday, Good Friday, and Christmas Eve
- Ensure proper care and service of all pianos, organ, and other musical instruments
- Provide an adequate substitute when absent for choir rehearsals, traditional worship service on Sundays, and/or a special worship service
- Support Vacation Bible School by helping the church staff access musical materials and instruments, as deemed appropriate
- Attend regularly scheduled staff meetings and, upon reasonable notification, attend other church meetings as requested

Staff Relationships

The Accompanist shall:

- serve as a member of the staff team and assume responsibility for the assignments of this position
- support other staff members in their area of responsibility
- work under the direct supervision of the pastor(s) and under the guidance of the Leadership Board

Employment Policy and Conditions

- Employment and salary shall be remitted bi-monthly. The work week schedule, with an average of 8 hours per week for the organist/accompanist position, will be established in conjunction with the pastor(s). There will be adjustments to the schedule based on specific activities of the church.
- The Accompanist shall be entitled to two Sundays per year and two Thursdays per year as Paid Time Off (PTO). If more time than the allotted PTO is taken off, pay will be reduced for 1.5 hours for Thursdays and 1.5 hours for Sundays, based on the hourly rate for the Accompanist. The PTO days will not roll over to the

following calendar year. Pay will not be affected for other days off as long as the Accompanist is prepared to carry out all duties that take place on Thursdays and Sundays. All time off shall be coordinated with the pastor(s) in advance and the choir director shall be notified.

- For a new hire, the pastor(s), under guidance from the Leadership Board, shall give an evaluation at the end of a 90-day probationary period of employment. Either party shall have the right to terminate employment during or after this probationary period without cause. For non-probationary staff, there will be an annual evaluation by the pastor(s), under guidance from the Leadership Board.
- Termination of employment by the church shall be given in writing and become effective immediately.
- The Accompanist shall provide a minimum of 30 days written notification of resignation to the pastor(s). If any less notice is given, the employee shall forfeit that portion of the salary.
- Genesis United Methodist is an “at will” employer and operates under the provision that employees have the right to resign their position at any time, with or without notice and with or without cause. The employer has similar rights to terminate the employment relationship at any time, with or without notice and with or without cause.
- All employees of Genesis United Methodist will be expected to read and sign the *HCUMC Child Abuse Prevention Policy and Procedures*. (i.e. Safe Sanctuary) as accepted by the United Methodist Church. As required in that policy, a background check will be conducted and reported by the Virginia State Police prior to finalizing employment. All employees will also be expected to read and sign the church’s *Social Media Usage Policy*.
- Funds may be available for training opportunities that would support the Accompanist’s duties. Time away from the church for participation in training shall be arranged with the pastor(s).
- The Accompanist shall have the “right of first refusal” for wedding services. Additionally, he/she shall be permitted to use the church’s facilities for private instruction. Times of instruction and use of facilities shall be scheduled in advance and coordinated with the pastor(s) so as not to conflict with the church’s programs. The Accompanist shall be solely responsible for the collection of fees and all accounting and taxation obligations that arise from the self-employed income.

Acknowledgement

I acknowledge that I have read and understand the job description for the position of Accompanist at Genesis Court United Methodist Church.

Accompanist

Date

Pastor(s)

Date