

**BETHLEHEM UNITED METHODIST CHURCH**  
**CLIMAX, NC**  
**Church Musician Job Description**

**Status:** Part-Time Weekly Position

**Hours:** Average 8-10 hours per week

**Probationary period:** 90 days, followed by an evaluation

**General Purpose of Position:**

To provide service music for Bethlehem United Methodist Church 10:00am worship service. The Church Musician (CM) works with the Director of Church Choirs (DCC), the Pastor and other church professional staff to design and implement a complete program of music associated with the total ministry of the church, including but not limited to the following components:

- Provide piano and/or organ prelude, hymns, anthem, vocal accompanists, offertory, Holy Communion, and postlude for the Sunday 10:00am Worship Service.
- Play for the weekly practice of the Chancel Choir and any other special music such as soloists, etc.

The CM's primary accountability is to ensure that music is appropriately prepared to lead the congregation during weekly Worship Services and special Worship occasions.

**Qualifications**

- Must be an avid follower of Jesus Christ
- Ability to sight read music
- Minimum of some Music Education and Experience
- Demonstrated proficiency in organ and piano
- Demonstrated experience in multi-musical styles

**Organizational Relationship and Supervision:**

The Pastor serves as the Chief Administrator of the church, having overall accountability for the ministry of the church, and as such provides direct supervision of the Church Musician. As an employee of the church, the CM is additionally accountable to the Director of Church Choirs. He/she is also accountable to the Staff Parish Relations Committee in terms of all employment relationships.

The Senior Pastor, in cooperation with the Staff Parish Relations Committee, provides an annual evaluation of the CM performance. The CM will be responsible and subject to United Methodist polity and doctrine, informed by the United Methodist Book of Discipline, local church policy as determined by the Charge Conference, Senior Pastor, and Staff Parish Relations Committee.

**Other Responsibilities:**

- Follow instructions of the Director of Church Choirs as to the piano and/or organ music to be practiced and carried out for the Worship Service
- Play for any special services such as Community Thanksgiving Service, Christmas (including Christmas Eve), Easter (including Ash Wednesday, Maundy Thursday, Good Friday), Camp Meeting and any extra rehearsals that might be needed for these services, as well as be available for funerals.
- Play for weddings and funerals of church members if requested by the bride or groom and if available
- Reviews and assists the Director of Church Choirs and the Pastor in selecting monthly or bi-monthly appropriate worship anthems, cantatas (Christmas and Easter), or other special music for the 10:00am worship service which corresponds with the current sermon series.
- Attend Staff Meetings if other work schedules allow.
- Responsible for securing a substitute to play the piano and/or organ for the 10:00am Worship Service when on vacation or other necessary absence and informing both the Director of Church Choirs and the Pastor at least two weeks in advance or as soon as possible.
- Proactively works with the Pastor, Worship Committee, and others to increase the effectiveness of the Music Ministry, including the development of special musical programs or outreach events.
- Any grievances are reported in the following order: Director of Church Choirs, Senior Pastor, Staff Parish Relations Chairperson and lastly, Staff Parish Relations Committee.

**Work Schedule / Compensation / Benefits:**

- The CM is compensated monthly based on weekly playing of the piano and/or organ for rehearsals and Sunday Worship Service and any other special service.
- Personal leave time shall be arranged with the approval of the Pastor and Director of Church Choirs. All personal leave days must be requested two weeks in advance in writing. However, NO personal leave may be taken on or during Ash Wednesday, the Week of Easter (Holy Week), or the week of Christmas without special permission from the Pastor. Unexpected sickness or emergency contact must be made with the Pastor as soon as possible.

### **Employment Agreement**

- Employment may be terminated at any time by either the CM or Staff Parish Relations Committee, with a minimum of 30 days notice will be provided, except in cases of gross misconduct or if a determination is made that the CM is no longer capable of fulfilling the responsibilities of the position. Should the CM choose to voluntarily resign, it is required that written notification be provided to the Pastor and Chairperson of Staff Parish Relations Committee a minimum of 30 days prior to the effective date of the resignation.
- The Church Musician will participate in church staff meetings as directed by the Pastor.

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Church Musician

Date

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Chairperson, Staff Parish Relations Committee