



Position Description -- Organist, Pianist, Accompanist  
(and vocalist, if possible)

PURPOSE

To assist the congregation in its overall mission, especially to help lead and assist the congregation in its worship life through music.

PHILOSOPHY

This position will work best when the person selected enjoys and finds fulfillment in his/her ministry, and the church finds a person who is up-lifting and has a vision and spirit for a cooperative team ministry. The congregation is a vital church that has found quality music to be an important part of its worship life. We want to support and affirm the person who will serve God in this ministry.

RESPONSIBILITIES

1. Lead the congregation in worship through the use of organ (Allen MDS-36) and piano (including a Yamaha Disklavier grand piano 7'6") by encouraging congregational singing, and providing preludes, postludes, and offertory music in a variety of styles. Such leadership is expected at all of the main worship services of the church, including in non-COVID times (but not necessarily limited to) all Saturday evening [5:00 p.m.] and Sunday morning worship times [8:30 & normally 11:00am, but currently 9:30am], Thanksgiving, Christmas, Ash Wednesday, the Meal in the Upper Room, Maundy Thursday, Good Friday, the Sunday School Christmas program (as an accompanist for a rehearsal and the program, not as the leader).
2. If possible, use his/her personal voice to provide special music and/or assist and lead the congregation in worship singing. If not possible, then to work with others to make that happen.
3. Encourage, work with and help schedule volunteers, both vocal and instrumental, including when requested to help them select music and rehearse with them. (This church is blessed with many willing volunteers!)
4. Accompany the adult choir and the Ladies Ensemble group, including weekly rehearsals September through May, currently held on Wednesday evenings (adult choir) and Saturday afternoons once or twice a month (Ladies Ensemble.) Occasionally there is a bell choir piece that is accompanied by the piano.
5. Make arrangements to provide any additional instruments (e.g., flute, cello, brass or timpani) that may be needed for special worship services, particularly at Easter, Reformation and Christmas.
6. Work with the office staff (including the director of a children's choir, the director of the adult choir & the Ladies Ensemble, the director of the bell choir, and the special music

- volunteer coordinator) to facilitate scheduling and announcements in the bulletin, newsletter, and special mailings.
7. Meet with the pastor as needed and desired to plan, implement, and review routine and/or special ministry responsibilities.
  8. Maintain a cooperative and positive spirit.
  9. Provide any suggestions he/she might have to the Worship and Music Committee. If possible, attend the two hymn picking sessions per year.
  10. Make suggestions for refining the position and/or improving the worship life of the church. Use his/her creativity and natural gifts for the building up of the church.
  11. Help secure the services of a qualified substitute when absent. Except for the two weeks of paid vacation, any additional absences should be paid directly by the organist to the substitute.
  12. Under normal circumstances (non-COVID), select appropriate psalm refrains for use during worship.
  13. As an employee of the church, the person also will be under the policies applicable to all employees of Peace Lutheran Church, (including the manual of personnel policies and the safe church policy) and also including that the employment relationship is one of employment at will per the state of Illinois.

#### NATURE AND SCOPE

This is a part-time, paid position on the church staff. The congregation seeks to reward excellence and encourage people in their ministries. The annual salary is budgeted yearly by the congregation and will be paid in 12 installments. The expected range of salary, dependent on experience and qualifications, is expected to be between \$23,000 and \$25,000. Two weeks of paid vacation are provided starting in the next calendar year after hiring. Reasonable fees for weddings and funerals are to be paid directly by the family/funeral home as additional income. The senior pastor is the supervisor to whom the person is directly responsible.

#### CONCLUSION

The congregation wants to have a mutually supportive and caring relationship. Therefore an annual review by the Staff Relations Committee is included in this description. In addition, the person may seek assistance from the Pastor, the Staff Relations Committee, and/or the Congregation Council.

#### FURTHER INFORMATION

The candidate is invited to contact us in any way he or she wishes. Our telephone number is 815-485-5327. Our email address is [peacechurch@peacenewlenox.org](mailto:peacechurch@peacenewlenox.org). Our mailing address is P. O. Box 205, New Lenox, IL 60451. For an overview of our church, our web site is [www.peacenewlenox.org](http://www.peacenewlenox.org).

Our Vision Statement: *Sharing Peace Faithfully*  
Our Mission: *To bring people into contact with the Gospel,  
and help them grow in their relationship to God in Christ.*