

## **JOB DESCRIPTION AND LETTER OF AGREEMENT**

**Job Title:** Organ Scholar

**Overall Responsibility:** The Organ Scholar will assist the Director of Music of Faith United Church of Christ in maintaining a music program that will support and help to define the worship of the members of Faith. She or he will work with the Director of Music and, when indicated, the Choir Accompanist, to provide professional, creative, and worshipful music at Faith's services. The Organ Scholar is a member of the paid staff of Faith UCC.

**Essential Duties:**

1. Accompany the congregational singing at worship services, including those on Christmas Eve, Maundy Thursday, Good Friday, and Easter Day.
2. Provide service music on the organ and, when indicated, on the piano during worship, including preludes, postludes, hymn improvisations, and such service music as indicated by the liturgy of the day.
3. In the absence of the Director of Music, assume primary responsibility for choir rehearsals and for choral music during worship services.
4. Attend one choir rehearsal per month and, at the discretion of the Director of Music, assist in that rehearsal.
5. As requested, but not more than twice in any academic term, lead handbell rehearsals and anthems in services for adults and/or youth.
6. Play at funerals and weddings. Additional compensation of \$75 (funeral), \$100 (wedding), and \$50 (optional wedding rehearsal) will be provided the Organ Scholar per wedding, funeral, or rehearsal.
7. The Organ Scholar will meet with the Director of Music and the Pastor at a mutually agreed upon time bimonthly to review, plan, and receive feedback.
8. Other duties as assigned by the Director of Music.

**Accountability:**

The Organ Scholar will be supervised directly by the Director of Music and indirectly by the Head of Staff (the Pastor). It is expected that the Organ Scholar, Choir Accompanist, and the Director of Music will work together as a team for the spiritual and musical benefit of Faith Church.

**Hours:**

While certain hours will be specified by the nature of the Organ Scholar’s work (e.g., presence at Sunday Worship), this is primarily a task-oriented job requiring about six hours of work per week as given in the schedule below. It is understood that the seasons of the church year mean that while there are weeks of more than six hours of work (holidays, etc.) there will also be weeks of less than six hours of work. Over the course of an academic year, the Organ Scholar should expect to devote, on average, six hours per week to the work at Faith UCC.

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| 1. | Sunday worship                      | 2 hrs.          |
| 2. | Practice time for service music     | 3 hrs.          |
| 3. | Other duties and meetings as needed | <u>1 hr.</u>    |
|    | TOTAL                               | 6 hrs. per week |

The Organ Scholar’s position is a nine-month position beginning near the start of September of each year and ending near the end of May the following year (exact starting and ending dates to be agreed upon by the Scholar and Director of Music).

**Compensation:**

In exchange for providing the services detailed in this Job Description and Letter of Agreement, the Organ Scholar will receive a salary of approximately \$6,003. Payment will be \$333.50 per staff pay period, which is every two weeks, less all applicable state and federal taxes. The Cleveland Institute of Music has agreed to provide additional funding, less all applicable state and federal taxes.

In addition to monetary compensation, the Organ Scholar will receive an annual performance review and evaluation, jointly provided by the Director of Music, Choir Accompanist, and Pastor. A copy of this review and evaluation will be forwarded to the head of the Scholar’s academic department.

**Position Term:**

Faith Church is an at-will employer. An employee can leave his or her employment at any time with or without cause and with or without prior notice, although, as a courtesy, the church does request 30 days advance written notice. In turn, the church may discharge any employee, with or without cause and with or without

prior notice at any time, but will strive to provide reasonable notice when possible.

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Organ Scholar	Date
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Dr. Mary Ober, Director of Music	Date
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The Rev. Dr. Eugene McAfee, Pastor	Date
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