

**St. Paul United Church of Christ  
Palatine, Illinois**

St. Paul United Church of Christ located in Palatine, Illinois is seeking to hire a part time pianist and/or organist. We are seeking a musician to play traditional and contemporary music at our Sunday morning worship services plus special services and events. We are seeking a part time person who can play our organ and baby grand piano. The ability to sing is not required but, would be a plus. Please see our website at [St. Paul UCC Website](#) for information regarding the church.

**Job Description**

**TITLE** Pianist/Organist

**REPORTS TO** Executive Board

**PREPARED DATE** May 23, 2022

**SUMMARY**

Through a blend of traditional liturgical and contemporary music on piano and organ, the Organist/Pianist enhances the meaning and spirituality of worship services and special events.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Participates in all Sunday services, holiday services (may include Christmas Eve, Christmas Day, Easter, Ash Wednesday, Maundy Thursday, and Good Friday), and special services. Special services include but may not be limited to weddings, funerals, and memorial services.
2. Assists the Pastor, Music Coordinator, Worship Committee, and other staff members in worship preparation primarily music selections i.e., hymns and anthems for services and special occasions which includes both traditional and contemporary arrangements.
3. Provides piano or organ accompaniment for hymns, solos by the Music Coordinator, choir, and other internal and external soloists and ensembles who may participate in the services.
4. Responsible for selecting music for the service's prelude and postlude.
5. Attends and accompanies rehearsals as necessary with the Music Coordinator and other selected musicians including the choir. Rehearsals are typically held on Sunday prior to service but, are subject to change and/or require more frequency pending special events or occasion need.
6. Interacts and effectively communicates with all staff and the St. Paul community.
7. May participate in special music events in addition to services, such as concerts or cooperative music programs with other churches.
8. Engages with the Director of Christian Education and the Music Coordinator to encourage and facilitate the children's music participation in worship services.

9. Attends scheduled staff meetings. Communicates updates to Spiritual Life Board through the Worship Committee as needed.
10. Is responsible for notifying the Office Administrator of the need for scheduled or unplanned maintenance of the piano and /or organ.
11. Coordinates a substitute with comparable skill of music ministry for the four (4) paid selected Sundays off and, if necessary, for any unplanned additional absences. Holidays are excluded from the four (4) paid days off.
12. May attend workshops and seminars for professional development with final approval for expenses by the Executive Board.

### **EDUCATION AND /OR EXPERIENCE**

1. Possesses a strong sense of musical leadership.
2. Excellent organ/piano playing skills including excellent sight reading.
3. Able to sing, but not required
4. Minimum of Bachelor's Degree in Music preferred
5. Experience playing liturgical music preferred.

### **OTHER QUALIFICATIONS**

1. Understands and is respectful of the core beliefs outlined in the United Church of Christ Statement of Faith.
2. Attuned to being prompt, prepared, appropriately attired, and professional.
3. Refrain from cell phone use during services, rehearsals, and other special events.

### **PERFORMANCE AND ORGANIZATIONAL FUNCTION**

1. Position reports directly to the Executive Board (Personnel).
2. Personnel performance reviews with a formal evaluation, will be completed on an annual basis.

### **JOB TYPE**

1. Position is part time.

To apply for the position and download a resume, please reply to [searchcomity@stpaul-ucc.org](mailto:searchcomity@stpaul-ucc.org)