

**FIRST CONGREGATIONAL CHURCH
ELGIN, IL
ORGANIST/MUSIC DIRECTOR
Job Description**

PURPOSE OF POSITION

The purpose of this position is to oversee the church music program, enhance worship through music, and lead and develop the Chancel and Bell Choirs for the purpose of participation in worship and special programs. The Organist/Music Director leads service music both on organ and piano in a variety of styles, and works with staff and ministries as a team to fulfill the church mission.

Responsibilities:

1. Play organ* and/or piano at 9:30 AM service (possible change to 8:30 and 10:30 services in the future).
2. Play organ and/or piano for special services throughout the year (Thanksgiving service, Christmas Eve, Maundy Thursday, Good Friday)
3. Provide appropriate music for preludes, offertories, and postludes.
4. Serve as Director of Chancel Choir.
5. Plan special music at all worship services.
6. Serve as liaison to the Ministry of Music and attend meetings.
7. Establish and oversee Bell Choir.
8. Oversee and submit annual Music budget in coordination with Ministry of Music.
9. Assist Pastor in Coordination of worship services.
10. Hire extra soloists and instrumentalists as needed.
11. Coordinate the Spring Concert Series in conjunction with the Ministry of Music.
12. Attend all staff meetings.
13. Accompany Chancel Choir at weekly rehearsals and other special rehearsals throughout the year.
14. Oversee the maintenance and upkeep of all church instruments.
15. Accompany weddings and funerals at the church when requested or find suitable replacement.

This is a part time position at approximately 15-20 hrs. per week, salaried. Two paid vacation weeks per year.

*Our organ is a three manual Farrand and Votey (1893) rebuilt by Berghaus in 1997.