

# CHURCH ORGANIST POSTING

**LOCATION:** United Methodist Church of Westford (UMCW)  
10 Church Street  
Westford, MA 01886  
Tel: 978-692-4176

## GENERAL INFORMATION:

- **SALARY:** This is a salaried part time position without benefits, other than vacation time of 4 Sundays per year. Salary is in the range of \$15,000 - \$18,000 per year and will be commensurate with ability, education, and experience.

At UMCW, we believe that music helps to open our hearts and souls to God's word. As such, it is a ministry which is critical to achieving a meaningful worship experience. The Organist position plays an important role in impacting that worship experience. As such, this position will partner with our Worship Committee and Pastor to ensure that the intended character of each worship service is achieved.

Note: This position reports to the Staff/Parish Relations Committee (SPRC)

## ORGANIST POSITION

- **Note:** Specific keyboard equipment is as follows:
  - **Organ:** Rodgers Model 950 with Solo Voice Package, PR-300 MIDI Sequencer/Sound Module and SoundSpace Speaker System
  - **Other Equipment:**
    - Two Yamaha studio upright acoustic pianos
    - Yamaha Clavinova

## - QUALIFICATIONS

1. Demonstrated proficiency to read, play and perform music or accompaniment on both organ and piano. Note: applicants will audition before being awarded the position.
2. Experience and comfort playing a range of sacred music genres including traditional, classical, folk, spirituals, contemporary and gospel music.
3. Bachelor's degree in Music and American Guild of Organists Certification preferred.

## - RESPONSIBILITIES

1. Play organ and piano for one church service each Sunday according to our regular church schedule (9:30 am).
2. Accompany the choirs and special music on either organ or piano during services and rehearsals as required.
3. Provide music for up to ten special services, including but not limited to Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, Service of Comfort and Peace, etc.

4. Play for other special fellowship activities or services with the understanding that additional financial remuneration will be agreed upon with the Staff-Parish Relations Committee.
5. Support summer services by enlisting special music as needed to fill in during the period when the church choirs are active.
6. Play music for all funerals and weddings with first option to refuse. There is a separate fee payment, as per church fee schedule.
7. Ensure that musical instruments are maintained appropriately, schedule piano tuning and report any needed organ maintenance to the trustees.
8. Communicate Sunday worship information needed for printed and projected materials to the church administrator by the time established.
9. Attend Worship Committee and staff meetings as required.

### **PROFESSIONAL EXPECTATIONS**

1. Honor and respect the theology, history, and policies of the United Methodist Church.
2. Have deep knowledge of sacred music and treat worship and all music during worship as an offering to God.
3. Accept and seek to enhance the vision, mission, and philosophy of the ministry of the United Methodist Church.
4. Demonstrate a high level of communication skills: be approachable and flexible, and able to work well with others as part of a team and in cooperation with other staff ultimately leading to enhancement of the UMCW worship experience.
5. Demonstrate a strong desire for excellence: be a self-starter, be able to anticipate the future with planning and preparation, be eager to learn.
6. Continue professional growth in worship and music ministry through workshops/conferences.

### **APPLICANT INFORMATION**

Please submit letter of interest, resume, and letters of reference to the Staff-Parish Relations Committee. You may apply via postal mail or email.

Mail letter to:

**Chairperson, Staff-Parish Relations Committee**  
**United Methodist Church of Westford**  
**10 Church Street**  
**Westford, MA 01886**

Email to:

**Seok-Hwan Hong, Pastor, [hongdom@umcw.org](mailto:hongdom@umcw.org),**  
**Louise Provan, Co-chair, SPRC, [louiseprovan@gmail.com](mailto:louiseprovan@gmail.com),**  
**Francois Colomb, Co- chair SPRC, [fcolumb@comcast.net](mailto:fcolumb@comcast.net)**  
**Subject line should be: *Application for open Music Ministry Position***

**Please include your email address in correspondence.**