

POSITION DESCRIPTION AND EMPLOYMENT AGREEMENT

**Bethany Lutheran Church
235 S. 2nd St.
P.O. Box 236
West Branch, Iowa 52358
(319) 643-5998**

In keeping with the constitution and the bylaws of the Evangelical Lutheran Church in America, the Southeastern Iowa Synod, and this congregation the following description of employment for the position of Church Musician at Bethany Lutheran Church, West Branch, Iowa is presented.

Position: Church Musician

General Description:

- The organist/pianist gives leadership to the worship services of Bethany Lutheran in utilizing the gifts he/she bring to lift the congregation in music for the praise of God.
- There is potential for this position to expand and include additional responsibilities such as oversight of the adult choir and a possible youth choir. This will be dependent upon the gifts and abilities of the organist/pianist and the Bethany Church Council. Additional compensation would be discussed and agreed upon should this ever come to fruition.

Minimum Qualifications:

- Be proficient in playing organ and/or piano
- Some knowledge of Christian worship tradition and music
- Ability to work with others

Duties and Responsibilities:

- Play the organ and/or piano for all worship settings. The organist shall rehearse sufficiently to maintain a high quality of music.
- Rehearse with choir weekly (September through May) and on Sunday before worship (dependent upon having an active choir). Additional rehearsals may be needed for special services. Work with the choir director to determine times.
- Accompany vocalist and instrumentalist as scheduled and notified by either the Pastor or Worship Team Chairperson.
- Attempt to provide qualified substitutes when needed for absences.
- When available, provide organ and/or piano music for weddings and funerals held at the church. Fees for these additional events will be discussed and agreed upon in advance of the actual event.
- Cooperate with all church staff and congregation members so that music ministry is enhanced within the life of the church.

- Performs other musical needs as assigned by the Worship Team Chairperson or Pastor. The musician is accountable to Executive Committee of the Bethany Lutheran Church Council, who has final authority in matters of employment for Bethany Lutheran Church.

Physical Demands:

- Regular and punctual attendance and preparation for all worship services. Arrival 15 minutes prior to worship is expected with the prelude starting shortly thereafter.
- Standing, sitting, bending, and repetitive motion that inherently comes with playing an organ or piano.

Support by Congregation:

- The congregation pledges to receive the musician as a servant of Christ.
- The congregation pledges to pray for the musician, to help and honor him/her for the sake of the Gospel, and to strive to live together in peace and unity.
- The Church Council serves to support staff members and will receive suggestions for improving working conditions, pay, and other issues that may arise.

Compensation

- **Salary:** \$100.00 for regular and special worship services. \$50 for weekly choir rehearsals. Additional compensation for any other situational needs to be agreed upon in advance.
- **Time:** Every Sunday service, choir rehearsal (dependent upon having an active choir), and special services (e.g., Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, and Lenten Wednesday evening services) plus advance preparation needed.
 - The position will be evaluated yearly in November
 - The pastor, Worship Team Chairperson, or a member of the Executive Committee will meet with the musician on a regular basis to review duties, goals and progress and report to the council.
- **Long term absences from work:** Will enlist volunteers or other means to cover long-term absences
- **Resignation/termination notice:** 14 days (designation as an “at will” employee)

This position description may change from time to time as required by the needs of Bethany Lutheran Church.

Signatures:

Date_____

Employee_____ SS #_____

Bethany Lutheran Church Officer_____

Pastor_____

