



THE RHINEBECK REFORMED CHURCH

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JOB DESCRIPTION: ORGANIST – CHOIR DIRECTOR

FUNCTION:

It is the function of the organist/choir director of this church to enhance the worship of God through the use of music. The organist/choir Director must have an appreciation for the important role of music in Christian worship and be sensitive to the particular issues of music in our blended service.

ORGANIST/CHOIR DIRECTOR PRIMARY RESPONSIBILITIES:

1. To support with organ/piano and choir the worship service, particularly in the areas of classical and traditional music, and in keeping with the special needs of the church year.
2. To primarily work with, develop, care for the Chancel Choir in preparation and presentation of their music in worship.
3. To encourage, to arrange other musical talents, local and instrumental, for worship; developing our local talent.

SPECIFIC RESPONSIBILITIES:

1. Rehearse the Chancel Choir one evening per week and Sunday Morning at 9:00am, September through June (securing the building following rehearsal) and direct the choir at the Sunday morning worship service.
2. Play the organ for worship, support, and coordinate whatever special music (soloists and/or instrumentalists) is planned during the summer months of July and August.
3. Select anthems for the September through June choir season.
4. Coordinate the special music and anthems with the pastor as much as possible and in conjunction with the church year.
5. Rehearse anthems three to four weeks in advance.

6. Prepare special music and perform the organ duties for all services, including funerals, weddings, Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday and Ecumenical Services. The family will pay a separate fee for weddings and funerals.
7. In the future, if musical talent is available, prepare at least one musical service per year (i.e. cantata, organist, choir and minister).
8. Work with the pastor and the contemporary music team as well as with the choir to provide a meaningful blended worship service September through June allowing for a 50 to 50 percent in the Sunday worship.
9. Select the new music and maintain and care for the choir library.
10. Notify the choir president or designated person if unable to make a rehearsal.
11. Music selections and changes in rehearsal times are to be made available to the church secretary no later than Thursday evening.
12. Set the date for the first fall choir rehearsal in advance.
13. Turn all authorized bills over promptly to the treasurer of the church.
14. Three weeks off with pay are granted per year. If more weeks are taken off, the cost of the substitute organist will be deducted from your salary.
15. Four weeks of written notice of termination of employment shall be given.
16. A probationary period of three months from the starting date is in effect where the church may unilaterally terminate the employment.

The Organist/Choir Director Job Description will be reviewed annually.