



Church of the Crossroads, United Church of Christ *A Just Peace and Open and Affirming Congregation*

Position Description:

Acting Organist/Choir Accompanist

A. Provisions of the Position:

1. The Acting Organist/Choir Accompanist attends and participates at regular Sunday worship services/choir warm ups, weekly choir rehearsals, weekly worship planning meetings, monthly all-staff meetings, and select festival occasions of the church. These activities are covered by the regular compensation for the position. (See B.1.)
2. The Acting Organist/Choir Accompanist may be expected to attend and participate at occasional or special services, concerts, or extra rehearsals. These activities are covered by the regular compensation for the position. (See B.2.)
3. The Acting Organist/Choir Accompanist may be asked to attend and participate in certain special services for which additional compensation is negotiated. (See B.3.)
4. The Acting Organist/Choir Accompanist is invited to take advantage of church facilities (organ/pianos/rehearsal rooms, when available) for individual practice and rehearsal with vocalists or instrumentalists preparing for church-related services.
5. The position is considered a year-round position. Unpaid leave may be negotiated with the Minister of Music and the Pastor. The position will have a three-month trial period. At the end of the second month, either party, with four weeks' notice, may decide to end the agreement. After the trial period, the Acting Organist/Choir Accompanist is required to give at least two months notice when planning to leave the position. The position will be reconsidered in conjunction with the plans for the Music Ministry at the church following the retirement of the church's Minister of Music in the late summer of 2012.
6. The Minister of Music serves as advisor and supervisor for the Acting Organist/Choir Accompanist. The Acting Organist/Choir Accompanist and Minister of Music are encouraged to maintain good communication so that any concern or problem may be discussed and resolved as quickly as possible.
7. Opportunities for continuing education will be provided with funding when possible. (i.e. workshops, conventions, conferences)

B. Responsibilities of the Position:

1. The regular compensation for the position covers attendance and participation in the following:
 - Sunday choir warm-up (currently 10:00 a.m.). Consult privately with the Minister of Music a few minutes before warm-up begins
 - Sunday worship (currently 10:30 a.m.). Consult privately with the Minister of Music for a few minutes following the service
 - Weekly choir rehearsals (currently Wednesdays 7:00 to 9:00 p.m.). Consult privately with the Minister of Music a few minutes before rehearsal begins. The choir currently meets early September through the middle of June
 - Weekly Worship Team meeting (currently Tuesdays 2:30 p.m.)
 - Monthly All-Staff meeting (currently third Thursdays 2:00 p.m.)
 - Participation at festival occasions of the church, including but not limited to the following:
 - Christmas Pageant
 - Christmas Eve
 - Epiphany Celebration of Light (early January)
 - Martin Luther King, Jr. Celebration (mid-January)
 - Good Friday
 - *A Gift of Love* choir concert (late April/early May)
 - Memorial services and weddings at which the choir participates

2. Participation in the following special occasions may or may not be required:
 - Maundy Thursday (Holy Week)
 - Easter Vigil-Holy Saturday (not anticipated in 2012)
 - Funerals/Memorial services at which the choir does not participate.

3. Occasionally church-related families may request a personal friend or family member to play the organ or piano for their wedding or funeral. We try to accommodate this request when appropriate. Beyond this circumstance, the Acting Organist/Choir Accompanist will be offered “first right of refusal” for weddings and funerals being conducted at the church. Compensation for those events will be negotiated with the individual or families involved. Sometimes the compensation is negotiated by the church office and sometimes by the

Acting Organist/Choir Accompanist – please confer with the Pastor and church office in advance of specific gigs.

Coordination with the Pastor, Minister of Music, and church office will be required, and compensation will take into account the amount of work each entails (rehearsals with soloists, preparation of requested repertoire, wedding rehearsal, etc.)

4. The organist/choir accompanist will consult with the Minister of Music on advance preparation of repertoire, teamwork and streamlining rehearsal techniques, suggested repertoire and resource material for study. When given choral works in advance, the organist/choir accompanist is responsible for accurate preparation of accompaniments and voice parts before works are presented in rehearsal.
5. The organist/choir accompanist is welcome and encouraged to sing with the choir during *a cappella* works.
6. In the event an absence during the year is requested, communication with the Minister of Music and Pastor must be made as far in advance as possible (suggested minimum six weeks). Such absences must be kept to a minimum.

Start Date: November 1, 2011, or as negotiated

See the **Job Announcement** for details of application process.

Direct inquiries to **Rev. Kyle Lovett** at RevKyle@hawaii.rr.com or 1212 University Avenue, Honolulu, Hawai'i, 96826.

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