

**[Church Name]**  
**Organist/Pianist (Music Assistant)**

**Job Title:** Organist/Pianist (Music Assistant)

**Reports To:** Minister of Music

**Position Status:** Full-Time

**Purpose:**

The Organist/Pianist (Music Assistant) is responsible to the Minister of Music for serving at the organ/piano and assisting in the music ministry.

**Responsibilities:**

- Play the instrument for all regular and special services of the church.
- Serve as accompanist for choirs, ensembles and soloists in regular and special rehearsals and performances, as needed.
- Play for weddings and funerals as requested.
- Assist in planning worship services, choir rehearsals and special music events.
- Plan and give direction to a training program designed for developing organists/pianists in the church.
- Maintain a regular schedule of organ practice and study.
- Serve as secretary to the Minister of Music.
- Maintain music ministry files, library and equipment.
- Work with the graded choirs as assigned.
- Perform other duties as necessary.

I have read and received a copy of my job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Revised: \_\_\_\_\_