

Organist

The organist will....

1. Play for all Sunday morning worship services (including early services when needed) unless prior arrangements have been made – including all Communion Services, Easter service(s), Ash Wednesday evening service, Maundy Thursday, Good Friday, Palm Sunday, Community Lenten evening services when hosted by First UMC and Christmas Eve service(s).
2. Attend weekly adult choir rehearsals as scheduled, including choir rehearsals for special services as required by the church schedule.
3. Make arrangements for a substitute organist to play when unable to be present for any service.
4. Play for weddings conducted at First Church, and be present for any necessary planning session and rehearsals as well as the ceremony (Before and after the service until all attendees have been greeted). Compensation will be the responsibility of the bridal couple.
5. Schedule a rehearsal time mutually agreeable with any soloist requesting a rehearsal.
6. Maintain open communication lines with the Pastor, choir director, church office personnel and the administration of the Church, including, but not limited to advance notice of absences.
7. Adhere with full cooperation to the worship service once it is established by the Pastor, with input from the organist and the choir director.
8. Be granted vacation Sundays at a rate not greater than one per calendar quarter unless unusual circumstances should occur and prior arrangements made. An additional fifth Sunday will be granted for length of service and may be taken during any quarter. Vacation may not be taken over the holidays listed in the first paragraph.
9. Be eligible for vacation days under the following calendar year schedule.

In calendar year hired will get 1 Sunday of vacation. Schedule below will begin at start of next calendar year.

| | |
|-------------|-----------|
| 1-10 years | 2 Sundays |
| 11-15 years | 3 Sundays |
| 16-20 years | 4 Sundays |
| 20+ years | 5 Sundays |

Organist _____

Staff/Parish Relations Chairperson _____

Date _____

[Revised 5-5-10]

GENERAL CHURCH EMPLOYMENT STATEMENT

First United Methodist Church of Kittanning Employment Statement for all Employees
.All employees...

1. Shall maintain a behavior while on duty befitting an employee of the First United Methodist Church.
2. Shall work cooperatively with the Church Council through the Staff/Parish Relations Committee.
3. Shall work cooperatively with fellow employees.
4. Shall be evaluated annually by the Staff/Parish Relations Committee
5. Shall be cleared through the Pennsylvania State Police Criminal Check and the Pennsylvania Abuse History Clearance (at the church's expense).
6. Shall be covered by the appropriate workman's compensation.
7. Shall be eligible for extended leaves of absence for justifiable reasons and with the approval of the Staff/Parish Relations Committee. Such leave shall be without pay and the position will be temporarily filled for a period not to exceed 6 months and then reviewed by the Staff/Parish Relations Committee.
8. Shall be compensated at regular salary for up to 2 months should the employee require treatment by a physician of more than a transient nature. The employee will give the Staff/Parish Relations Committee a two week notice for his/her return and provide a medical release upon return to duties. Any applicable sick days would apply at the beginning of this period and for illnesses longer than 2 months #7 above would apply.
9. First Church reserves the right to terminate employment at any time and will attempt to give employees reasonable notice when possible (2 weeks) and asks the same of employees.
10. Employment will begin with a 90-day probationary period at the end of which there will be an evaluation by the Staff/Parish Relations Committee to determine continued employment

Employee _____

Staff Parish Relations Chairperson _____

Date _____

[Revised 5-5-10]

ORGANIST/WEDDINGS

1. The organist will have first opportunity to play at any wedding held in the church.
2. The organist will be compensated by the couple.
3. The organist will coordinate a time to practice with any special music for the wedding.
4. The organist will attend the rehearsal.
5. The organist will play for 20 minutes prior to the ceremony and after the ceremony until all attending the ceremony have left their seats.
6. Any special music to be played at the wedding shall be cleared by the pastor and the organist as appropriate for a worship setting.

[6-8-10]