

# Board of Worship

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## Organist Ministry Head Organist

**Mission Statement:** The organists of Trinity Evangelical Lutheran Church serve members and guests attending worship services by providing music which leads the singing of hymns and liturgies, and which supports and enhances the service theme and liturgical season, to glorify God.

**Description:** The Head Organist administers the Organist Ministry, and coordinates the maintenance of the organ, piano, and keyboard.

**Qualifications:**

- Spiritually mature, communicant member of Trinity Ev. Lutheran Church
- Formal training and experience as an organist
- Good communication skills
- Good administrative skills
- Able to meet deadlines

**Responsibilities:**

1. Communicate:
  - a. With the Board of Worship, regarding worship goals and vision.
  - b. With the Worship Pastor, regarding service planning and scheduling.
  - c. With the organists and keyboardists:
    - 1) Availability for purposes of scheduling, both for regular worship services and for occasional services such as weddings and funerals
    - 2) Any changes in procedures
    - 3) General information.
  - d. With the church secretary:
    - 1) Organist and keyboardist schedule for dissemination/posting
    - 2) Any changes to the schedule
    - 3) Organist assigned for weddings and funerals, as needed.
  - e. With the church bookkeeper, regarding the remuneration of the organists and keyboardists.
2. Create:
  - a. Organist and keyboardist schedules, and maintain them.
  - b. Monthly vouchers for the remuneration of the organists and keyboardists.
3. Coordinate:
  - a. Long-range planning for the Organist Ministry.
  - b. Training opportunities.
  - c. Communications between the organists, keyboardists, and the Board of Worship.
  - d. The tuning and maintenance of the organ, piano, and keyboard making recommendations as to repair, upgrading, and replacement as needed.
  - e. Initiate, set agendas for, and lead meetings of the Organist Ministry team.
4. Coach:
  - a. Assess the qualifications of a person seeking to join the Organist Ministry, and provide direction as needed.
  - b. Train new organists and keyboardists on procedural matters.
  - c. Ensure that the library of church-owned organ music includes music for a variety of skill levels, is available to all the organists, and meets their needs, making recommendations for new purchases as needed.
  - d. Serve as a mentor to others on the Organ Ministry team.

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**Time Commitment:**

- 3 hours per month
- 1-year commitment

**Relationships:** The Head Organist works with, and reports to, the Board of Worship, primarily through the Worship Pastor. He or she seeks to encourage and support all of the organists and keyboardists in their ministry.

**Training:** The Head Organist will be trained by the outgoing Head Organist. The Head Organist will also have opportunity to participate in further technical and worship-related training, which may include the WELS National Conference on Worship, Music, and the Arts.

**Compensation:** The Head Organist is identified as a compensated position in the 2009–2010 budget.