



# St. Andrews Presbyterian Church

1860 Reid School Road, Taylors, SC 29687

## Accompanist Job Description (rev. 10/28/2024)

### **Purpose and Mission**

Contribute to the life and worship of the church by providing instrumental accompaniment for its music ministries.

### **I. Duties**

1. Creatively accompany congregational singing with a variety of sounds and styles on the piano and organ and provide accompaniment for special music selections during worship.
2. Thoroughly prepare all musical selections to enhance our corporate worship.
3. Select varied and appropriate solo music for each service in consultation with the Director of Music.
4. Assist with worship planning, collaborating with the Director of Music, the Pastor, and the Worship and Music Team.
5. Prepare for and attend all choir rehearsals; support and assist the work of the Director with the choir; be available to rehearse with other ensembles or soloists as agreed upon with the Director of Music.
6. Assist with the recruitment and preparation of substitutes for planned absences, in consultation with the Director of Music.
7. In conjunction with the Director of Music, maintain church instruments in good working order.

### **II. Qualifications**

1. The accompanist is expected to be proficient at the piano in a variety of musical styles.
2. Knowledge and familiarity with sacred/liturgical music to facilitate appropriate selection of music.
3. Proficiency on the organ is preferred, however a basic understanding of organ technique and a willingness to work towards proficiency is acceptable.
4. Able to sight read basic hymns, and capable of expanding the accompaniment for congregational singing beyond the written page.
5. Able to accompany choral music in a variety of styles, following a director.
6. Effective interpersonal communication skills, and a positive attitude.

### **III. Accountability**

The Accompanist will report directly to the Director of Music. As Head of Staff, the Pastor will also provide guidance and support. The Worship and Music Team of the Session, in consultation, may also provide direction for worship planning.

During the first year of employment, a performance evaluation will be completed by the Personnel Team (with input from the Director of Music and the Pastor) no later than 6 months after Date of Hire. Subsequently, a performance evaluation will be performed annually in conjunction with the budget planning process.

### **IV. Time Requirements**

The time required to perform the outlined duties of the position will vary depending on the church season but should be estimated to average about 10 hours per week (includes individual preparation time). The Accompanist is expected to play for all worship services, including, but not limited to, Sunday mornings and special services for Ash Wednesday, Holy Week, Advent and Christmas. The Accompanist is expected to rehearse weekly with the Chancel Choir and for special rehearsals during seasonal preparations. The Accompanist will also be expected to meet with other ensembles or soloists for rehearsal as agreed upon with the Director of Music. Additionally, the Accompanist will be expected to arrive a minimum of fifteen minutes prior to rehearsal/service times to allow for individual preparations and for communication with the Director of Music as needed. Regular attendance at Staff, Session and Worship Team meetings is not required but may occasionally be requested at the discretion of the Director of Music.

### **V. Compensation & Benefits**

Employment shall be contingent on a standard background check.

The Accompanist shall receive an annual salary as agreed upon by the Session. This salary will be reviewed each year during the budget planning process to consider cost of living or other adjustments.

The Accompanist will be granted two weeks paid vacation annually, excepting Holy Week, Easter, Advent, and Christmas Eve. A minimum of one month's notice is requested prior to taking vacation. Exceptions to the calendar restrictions will be considered provided they are discussed with the Director of Music a minimum of 6 months in advance.

The Accompanist will be granted up to 4 paid sick days. Absences should be reported to the Director of Music with as much notice as possible. Vacation and sick leave shall not accrue or carry over beyond the current year.

The Accompanist will be a direct employee of St. Andrews. Direct employees will fill out a W-4 regarding deductions; state and federal taxes, and Social Security will be withheld from the paycheck according to current regulations. Pay is distributed bi-weekly, by paycheck or direct deposit, every other Tuesday.

The Accompanist is classified as a part-time employee, and as such, there are no traditional employee benefits available.

The Accompanist will be permitted to use the facilities of the church for practice and private teaching, times should be coordinated with the church office to avoid scheduling conflicts. While not a requirement for the position, the Accompanist may be asked to play for weddings or funerals/memorial services. If the Accompanist should choose to accept a request, the stipend rate can be set at their discretion but shall not exceed the recommended rates enumerated in church policy.