

KEYBOARDIST POSITION OPEN

The Community Church of Sebastopol, a progressive, Open & Affirming congregation of the United Church of Christ, seeks a Keyboardist to join our collaborative pastoral and music staff team as we continue a tradition of quality liturgical music. Help nurture and evolve the music ministry program of our diverse and adventurous congregation.

Our Instruments: In addition to a well-maintained Yamaha grand piano, the Hallberg Memorial Organ, a fifteen-rank pipe organ, Opus 10385, was built and installed in 1968 by M.P. Moller of Hagerstown, Maryland. With approximately 1000 pipes, this organ was designed for our sanctuary.

Job Posting: November 17, 2017

Closing: December 8, 2016

Scope of Position: 10 hours/week

(Scope includes rehearsal time, choir practice, and Sunday service.)

Pay Rate: \$21-25/hr.

Start date: December 15, 2016

Send Resume to: pastorbenjamin@uccseb.org

Or deliver/send to: The Community Church of Sebastopol, Attn: Rev. Benjamin Broadbent
1000 Gravenstein Hwy North Sebastopol, CA 95473

www.uccseb.org

The Community Church of Sebastopol Employee Job Description

Job Title: Keyboardist (Part-Time)

Reports to: Minister of Music

Salaried or Hourly: Hourly **Eligible for Overtime:** Yes

Supervisory: No **Employees:** No **Volunteers:** No **Contractor/Vendor:** No

Supervisory responsibilities include delegating and monitoring volunteer work; recruiting and orienting new volunteers; offering feedback and resolving conflicts.

Financial Responsibility: **Budget:** No **Restricted Funds:** No

Volunteers Job Titles Supervised: N/A

General Purpose: Supports the mission of The Community Church of Sebastopol by providing piano and organ music in support of the worshiping life of the congregation.

Essential Duties & Responsibilities:

- Coordinates with Pastors and Minister of Music to select music for Sunday services according to liturgical seasons and individual Sunday themes.
- Rehearses and provides organ and piano music for Sunday morning services, including Prelude, Postlude, Offertory, and Hymn accompaniment.

- Rehearses with and accompanies Chancel Choir.
- Accompanies Handbell Ensemble, Children's Choir, and other groups as needed.
- Provides music for additional church events, including worship services at times other than Sunday mornings.
- As available, provides music for memorial services and weddings (additional fees paid by family/couple).
- Monitors Piano, Organ, and other keyboards, as needed, for repairs and reports needs to Minister of Music.
- Maintains a list of available back-up pianists and organists.
- Other duties as assigned by the supervisor.

Minimum Requirements:

- ***Education:*** Preferred degree in music performance with emphasis on piano and/or organ.
- ***Experience:*** Preferred at least 5 years' experience providing music for a liturgically-based church program.

Other background demonstrating application of the following knowledge, skills and abilities:

- Participation in a Christian community and appreciation for the ecumenical mainline Protestant theological and liturgical traditions.
- Ability and willingness to model the mission of the Church in word and in deed on and off the job.
- Ability to organize and prioritize tasks, and to effectively manage work time.
- Ability to interact with people of all ages in person and on the phone. Interest in and enthusiasm for activities that will interest volunteers.
- Ability to communicate effectively both verbally and in writing, composing accurate hard and soft copy communication pieces.
- Ability to respond to suggestions and complaints in an effective and appropriate fashion.
- Knowledge of basic clerical skills. Ability to use basic office machinery, computer applications and the Internet, and to organize records efficiently.
- Ability to maintain confidential information reliably.
- Skill in collaborating with the Church staff and lay leaders to support the mission of the Church.
- Demonstrated problem-solving skills that result in a harmonious completion of responsibilities and that encourage cooperation and support among all who serve the Church.
- Demonstrated ability to work cooperatively with persons of all ages, races, religions, sexual orientation, and gender expression and identity.