

**GRACE EVANGELICAL LUTHERAN CHURCH**  
**Lincoln, Nebraska**

*Through baptism we become children of God, and through the blessing of our unique individual gifts, we strive to live out our lives in a vocation that is holy and pleasing to God. Martin Luther wrote that we understand that all Christians have a “calling” to use their gifts in serving God and neighbor. We consider it to be a privilege to exercise our freedom in service and to express our faith through our work.*

**EMPLOYMENT AGREEMENT**

date-date

Organist

**Ministry Partners:** This employment agreement is between Grace Evangelical Lutheran Church and *name* as the employee and constitutes a contract to serve as the Organist at Grace Lutheran Evangelical Church.

**Major Responsibilities:** The major responsibilities of the Organist are outlined in the following job description.

**Time Requirements:** This position is for 15 hours per week. Some flexibility is allowed based on the needs of the church and in consultation with the Senior Pastor.

**Salary and Benefits:** For services outlined in the job description, *name* shall receive salary and benefits as described in the following compensation package.

**Performance Evaluation:** A performance evaluation will be conducted with the employee annually by the signatories of this employment agreement and with input from the Chair of the Worship and Music Committee.

**Giving Notice:** All staff are requested to give at least four weeks’ notice of resignation and to participate in an exit interview with the signatories of this employment agreement.

**Effective Date:** The employment relationship between Grace Evangelical Lutheran Church and *name* began *date*. This employment agreement is effective when all parties have signed.

*“Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone.” 1 Corinthians 12:4*



## JOB DESCRIPTION:

### Duties and Responsibilities:

1. Select and provide prelude and postlude organ/piano music for all weekend morning services and other season services of the church such as Thanksgiving, Christmas Eve, Christmas Day, Ash Wednesday, Maundy Thursday, Good Friday and Easter Vigil.
2. Provide titles and composers of such selections to be listed in the worship bulletin to the church office by Wednesday evening preceding the Saturday/Sunday worship services.
3. Attend and work cooperatively with the Worship and Music committee and Senior Pastor to choose hymns.
4. Provide accompaniment for all worship and other related music.
5. Provide organ music for all weddings and funerals held at the church, consulting with wedding couples or families if requested. For these services the organist will receive an additional fee as specified in the church policy. The services of another organist may be used with the permission of the Worship and Music Committee or Senior Pastor.
6. Keep a report detailing the current condition of the organ(s) and/or piano(s) and specifying and scheduling the necessary maintenance.
7. Oversee congregational participation in the Lincoln Organ Showcase program.
8. Other duties as assigned by Senior Pastor

### Skills and Qualifications:

1. Knowledge of the instrument and keyboard ability to play hymns, liturgy, and anthem accompaniments by sight from organ or piano.
2. Bachelor of Organ Performance, or Bachelor of Music is preferred.
3. Knowledge of basic music theory, including simple transpositions or harmonizing a melody.
4. Ability to sing with accurate pitch and rhythm is preferred.
5. Knowledge of appropriate styles of church music (classical, contemporary, folk, jazz and gospel) and the role of music in Lutheran worship.
6. Knowledge of Lutheran liturgical worship, matching appropriate keyboard music with the themes of the Church Year.
7. Ability to be a "team player" and work well with others.
8. Membership in AGO is preferred.

## COMPENSATION PACKAGE

### Date and Review Cycle:

The total compensation package for *year*. This total compensation package will be reviewed annually and determined by the vote of the congregation on the *year* spending plan.

### Salary:

\$15,600-\$19,500

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**Payroll Frequency:**

Semi-monthly; payday is the 15<sup>th</sup> and the last business day of every month

**Vacation/Personal Leave:**

Vacation/personal leave is 30 hours (may include up to 4 Sundays). Vacation/personal leave may not be carried forward to a succeeding year.

**Holidays:** The following eight (8) paid holidays are observed:

New Year's Day

Easter Monday

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Day

It is common for church staff to work on weekends regardless of whether it is a paid holiday or not, and those staff are encouraged to take a different day off as a holiday.

**Continuing Education:** The Organist may receive reimbursement for continuing education activities related to the position, not to exceed the annual budgetary amount approved by the congregation and shall be discussed with the Senior Pastor/Head of Staff.

**Private Lessons:** The Organist, as part of this compensation package, is permitted to teach private lessons, with the free use of the congregation's instruments and facilities, provided such lessons do not conflict with congregational activities and work schedule.

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