



Calvary United Methodist Church
131 West Second Street, Frederick, MD 21702
www.CalvaryUMC.org

Organist

The organist at Calvary UMC plays a vital role in the spiritual and musical life of Calvary United Methodist Church. This individual supports and enriches weekly worship and special services through organ music, in coordination with the Director of Music Ministries.

This is a year-round, part-time staff position (10-15 hours per week), which includes practice time, evening rehearsals (when needed), and weekend commitments. The organist reports directly to the Director of Music Ministries.

Note: Calvary UMC may also combine this position with the Director of Music Ministries/Choirs Director position for a three-quarter time position with benefits. For the combined position description, please visit www.CalvaryUMC.org/job-openings/.

Notable Instruments at Calvary UMC:

Calvary UMC is home to a magnificent new pipe organ built by Cornel Zimmer Organ Builders, completed in March 2024. It contains 46 ranks, 2,796 pipes and a 4-manual console. It is “prepared for” to add a Gallery organ addition in the future.

The Sanctuary also houses a beautiful Steinway “D” piano. This instrument is used in worship as well as serving as a cornerstone of Calvary UMC’s Community Concert Series.

Other pianos exist throughout the building and music rooms along with a 2-manual digital organ in the Chapel. In addition, there is a 5-octave handbell set, hand chimes, and a 3-kettledrum tympani set.

Calvary UMC’s tower is home to a set of eight full circle peal bells cast by John Taylor Bell Foundry in Leicestershire, England. Calvary’s peal bells represent a part of Frederick’s unique landmark standing as possibly the only place in the world where three Western bell instruments are located within hearing distance of each other, along with the Carillon at Baker Park and the Chime Set at Trinity Chapel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Provide organ music for worship services utilizing the organ as the primary instrument. Select music that enhances and promotes congregational singing. Accompany special ensembles and soloists as needed.

2. Work closely with the Director of Music Ministries to coordinate, plan, and execute appropriate music for all services and help maintain a quality music program that enhances and contributes to the overall ministry of the church.
 3. Maintain keyboard proficiency with sacred and classical music.
 4. Determine appropriate settings and organ registrations to accompany hymns and choral selections.
 5. Participate in conferences, workshops, etc. to be aware of new ideas, methods, and techniques.
 6. Encourage participation in Calvary's music ministry, making the music program at Calvary a positive and rewarding experience for participants.
 7. Participate in special areas of the church ministry. This could include but is not limited to: mid-week/evening Lenten programs, special Advent programs, the December 26 Historic Houses of Worship Community Tour, and other services/events as established through the annual planning meeting or as requested by church groups.
 8. Provide music for weddings and funerals, with the right of first refusal.
 9. Arrange for substitutes during times of absence., in coordination with the Director of Music Ministries.
10. Maintain membership in and participate with The American Guild of Organists (AGO).

QUALIFICATION REQUIREMENTS:

1. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Minimum requirements:
 - a. Bachelor's degree, training in classical and sacred music or equivalent experience, which could include AGO certification level of a Service Playing Certificate (SPC) or higher, or working towards certification.
 - b. Experience working with volunteers.
3. Preference will be given to individuals with:
 - a. Bachelor's degree or higher in church music or organ performance.
 - b. Three to five years of organ training in classical and sacred music.
 - c. Choral conducting capability to substitute for Director of Music Ministries if needed.
 - d. Accompanying (piano) ability to substitute for adult choir accompanist if needed.

4. A demonstrated understanding of music ministry and the role it plays in the life and mission of the church, as well as supporting the principles and values of the Christian faith.
5. Good organizational, leadership, communication, and people skills. Must be flexible, organized, able to multi-task and collaborate with others. Offer solutions to problems; exercise good judgement in all areas of responsibility.
6. Satisfactory completion of criminal and sexual offender background check, character and conduct questionnaire, and safe sanctuary training according to Calvary United Methodist Church Safe Sanctuary policy.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this position, the employee is frequently required to stand, sit, use hands, arms, fingers, legs, and feet, and to communicate verbally and non-verbally.
2. Must have highly discriminating hearing. Specific vision abilities required by this position include close vision and the ability to adjust focus.
3. Ability to be physically present in the church building to carry out duties for all worship services on Sunday mornings, Christmas eve, Lent/Holy Week, and December 26 Historic Houses of Worship Community Tour unless the church buildings are closed or time away is approved by the Director of Music Ministries.

WORK ENVIRONMENT:

The work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. There are no adverse working conditions for this position. The noise level ranges from quiet to moderate.

SALARY - \$20,000- \$30,000 commensurate with experience and education.

HOW TO APPLY:

To apply, please send the following materials to resume@calvaryumc.org. Phone inquiries will not be accepted.

Required Application Materials:

- Cover letter
- Resume with contact info, education, and work history
- Videos (emailable) or video links of the following (from the past two years):
 - Hymn playing on organ
 - A worship-appropriate organ piece (e.g., prelude or postlude)
 - (Optional) Additional selections in various styles