

ST. JOHN XXIII PARISH OF HEMLOCK & MERRILL

Job Description

TITLE: Church Organist/Pianist **Date:** August 2026
SUPERVISOR: Pastor/Parochial Administrator
STATUS: Part-Time 2, Non-Exempt, Hourly (15-19 hours per week)

GENERAL DESCRIPTION

Under the supervision of the Pastor/Parochial Administrator, provides appropriate liturgical music at parish Masses. Organ or piano accompaniment of Cantors, Soloists, and the Parish Community, to encourage a prayerful, singing assembly which joins in the liturgy expressing the Gospel message through sacred music.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Provides piano and/or organ accompaniment for a scheduled number of weekend masses, Holy Days, rehearsals, practices, and other special church services.
- It is the responsibility of the **Organist** to select liturgical music and provide a list of selections to the **Pastor/Parochial Administrator** with sufficient lead time to review. The Organist will provide input to the **Pastor/Parochial Administrator** regarding music selection for all the weekend Masses and liturgical services.
- Prepares Worship Aids for Funeral Masses, Weddings, and Holy Days and provides music.
- Will communicate and collaborate with other ministries of the parish, (especially Worship committee and Faith Formation), as needed regarding liturgical music.
- Attends music team meetings, and other liturgy and music related meetings as required.
- Other duties as assigned by the supervisor.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports to **Pastor/Parochial Administrator**
- Maintain professional work relationships with parish staff and volunteers

QUALIFICATIONS & SKILLS

Education: Must have some formal training in playing the piano or organ.

Experience: Must have at least a year of experience providing musical accompaniment for cantors, soloists, a choir, and parishioners.

Job Related Skills: Must be familiar with the current liturgical traditions of the Catholic Church. Must work all weekend and Holy Day Masses.

Interpersonal Skills: The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.

Language skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

- **Hours of Work:** 15 to 19 hours per week. All weekend Masses and Holy Days
- **Nature of Work:** Provides piano and/or organ accompaniment
- Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet; must be able to sit and play the piano or organ for 1–2 hours at a stretch for rehearsals and liturgies with reasonable breaks. Must be able to bend and stoop occasionally and may be required to lift up-to 15 lbs.
- Valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Successful completion of the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

JOB DESCRIPTION REVIEW AND ACCEPTANCE

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

- *Supervisor's signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

Employee: _____

Date: _____

Supervisor: _____

Date: _____