



Union Park United Methodist Church

2305 E. 12th Street
Des Moines IA 50316

515/262-3734

Email: office@unionparkumc.org

Position Contract and Job Description

Position Title: Part-time Accompanist (three quarter time)

Reports to: Pastor and Worship Team

Date Issued: September 27, 2022

Date Revised:

Date Reviewed

Reviewed by SPPRC

Effective until termination (or Expiration Date). (Name), hereinafter referred to as "Employee", shall act as Accompanist at Union Park United Methodist Church, hereinafter referred to as "Employer", at 2305 E. 12th St, Des Moines, Iowa 50316.

GENERAL UNDERSTANDINGS AND COVENANTS

The Employee is responsible for appropriate key board and piano accompaniment during worship services, adult choir practice and other church programs. Employee must demonstrate proficiency in accompaniment. Employee will be diligent in preparation and performance and will cooperate with others to provide and enable the highest possible standard of worship in this congregation. The Employee will exhibit strong people skills and the ability to work in partnership with the pastoral staff and ministry teams. The Employee will have a positive attitude towards collaboration and creativity.

EMPLOYEE'S RESPONSIBILITIES

The Employee shall:

1. Rehearse choir and provide piano/keyboard music for scheduled services 3 out of 4 weeks a month.
2. During the summer months, Special Music shall be arranged for by the Worship Team and the Choir Director, with input from the Employee. The Choir Director will assist groups in obtaining an accompanist.
3. The Employee will take part in extra rehearsals for regularly scheduled services and rehearsing with individuals or ensembles that will be providing additional special music for services. A rehearsal just before the service will be considered as part of the service.
4. The Employee will be well prepared for practice for choir. Employee will be punctual and prepared to begin on time.
5. The Employee, when not available, will assist in the hiring of substitute musicians in consultation with the Worship Team and the Pastor.
6. The Employee will attend meetings of staff and other appropriate committees when requested.
7. The Employee will report to the Pastor and the Worship Team on the condition and needs for maintenance of the Employer's musical instruments.
8. In the event that the job requirement changes, the Employee will comply with the required changes.
9. The Employee will read the policy manual, understand and sign after completing.
10. The Employee will give notice of termination of employments with a requested 2 week notice in advance of termination.

EMPLOYER'S RESPONSIBILITIES

1. Compensation will be an annual salary to be paid semimonthly (15th and end of month).
2. The Employer will provide the Employee vacation with full pay for 3 rehearsals and 3 Sunday Services per calendar year. (The Employee will assist the Employer in obtaining a substitute for vacation times. Vacation time will not be planned during Advent, Christmas, Holy Week and Easter.)
3. The Employer will grant up to 1 rehearsal and 1 Sunday Service sick leave during the calendar year. Sick leave shall be granted to the Employee, upon approval of the Employer. Employees who receive sick leave benefits may be asked to provide medical verification of illness or disability.
4. Unused paid sick leave may not be used as personal time off or as additional vacation.
5. Employee is to consult the Personnel Policy Manual for further clarification of the issue and other possible absences.
6. The Employee will be reviewed when job performance does not meet Union Park UMC expectations.

PERFORMANCE REVIEW

1. The parties shall review this document annually to ensure that it accurately reflects the position and the pay scale. This review shall include an evaluation of working relationships and job performance.
2. The Salary review shall include the consideration of a cost of living adjustment in accordance with prevailing rates. Funds may not be available for an increase. Salary recommendations will be approved by Finance Committee and Administrative Council.
3. In the event that the job requirement changes, a new job description will be written reflecting the changes.

WEDDINGS AND FUNERALS

1. The Employee will play at Weddings and Funerals if asked by the parties concerned or by the pastor.
2. Wedding policies are listed in the Union Park United Methodist Church Wedding Manual and are at a flat fee in keeping with guidelines established by the Trustees for a rehearsal plus a wedding. If no rehearsal is required the Employee will be paid the standard service rate in keeping with guidelines established by the Trustees.
3. Funerals will be at the direction and pay of the Funeral Home in charge of the service and burial. If no Funeral Home is involved the family of the deceased or the church will pay the standard rate in keeping with guidelines established by the Trustees for a service.