

- Assist in the preparation of and performance of music for all regular, seasonal, and Non-Sunday worship services in cooperation with the Pastor, Director of Worship and Music, and Chief Musician.
- Accompany the Pastor and/or Choirs to other church programs.
- Attend Director of Worship and Music and Administrative committee meetings as needed.
- Work with the Worship and Music Ministry as needed.
- Must report and request all leave time 2 weeks prior to taking time off from scheduled services.
- Coordinate leave time with Director of Music and Worship and Chief Musician to ensure that each worship service and choir engagement has musical support.
- Provide all other duties as deemed necessary by the Pastor, Director of Worship and Music, the Chief Musician.

Minimum Knowledge, Skills and Abilities Required:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

- Must be competent in playing the Organ and Keyboards.
- Must be able to work with the Pastor, Director of Worship and Music, Chief Musician and choir.
- Must be a team player.
- Follow established policies and procedures of Pine Grove AME Church.
- Must be able to lead in the absence of the Director of Music and Worship and the Chief Musician

Physical Requirements:

The physical demands described here are representative of those that must be met by the 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. While performing the duties of this job, the employee is regularly required to navigate the church campus.

Work Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will work with parents, students, church staff, church leaders, volunteers and others located in various buildings on the church campus.

I have read and fully understand the responsibilities of the Assistant Organist/Pianist at Pine Grove AME Church.

Assistant Organist/Pianist

Date