**Organist/Associate Music Minister (Part-time)**

**Duke Memorial United Methodist Church is seeking a dedicated and talented individual to serve as our Organist/Associate Music Minister. This part-time position involves providing organ, piano, and keyboard music for Sunday services and weekly choir rehearsals. The Organist will work closely with the Minister of Music and pastoral staff to plan and coordinate church music in alignment with the church’s Mission, Vision, and Welcome Statements.**

## Position Overview

This position provides organ, piano, and keyboard music for Sunday services and weekly choir rehearsal. This person works closely with the Minister of Music and pastoral staff to plan and coordinate church music at Duke Memorial, in alignment with the church’s Mission, Vision, and Welcome Statements.

## Skills And Competencies Required

* Ability to work collaboratively with Music Minister and pastoral staff
* Excellent skills playing organ, piano, and keyboards
* Desire to serve God and the church, and to contribute to the mission and vision of Duke Memorial UMC as part of a staff team

## Essential Duties And Responsibilities

* Provide Music for Services of Worship: play the organ (piano, keyboard) for preludes, postludes, congregational hymns, offertories, and related service music on Sunday mornings. Collaborate with Music Minister and pastoral staff in selecting a variety of appropriate music and planning worship services.
* Play the piano/keyboard/organ for weekly choir practice. Collaborate with Music Minister in planning and conducting choir rehearsals.
* Play the organ for special services including Christmas Eve, Ash Wednesday, Wednesday of Holy Week, Maundy Thursday, and Good Friday, for their associated rehearsals, and for other special musical services.
* Wedding fees are arranged between the family and the organist. The Organist may work out details with Duke Memorial’s wedding director and the family.
* Funeral fees are between the family and the organist, but with a suggested minimum of $200. This may vary depending on the length and complexity of the service and is to be paid by the family.

## Organ and Piano Maintenance

* Coordinate maintenance to ensure that the organ is in proper working order and is regularly tuned. Notify our organ maintenance company when repairs or service are needed.
* Coordinate maintenance and tuning of pianos in the church so that they remain in good condition.

## Benefits

* Vacation: Four Sundays per year with one Sunday for sick leave. Each vacation Sunday includes the accompanying rehearsal. The organist is responsible for providing a replacement, in coordination with Music Minister and Lead Pastor. Duke Memorial will pay for substitutes for these days; any vacation or sick days beyond these will call for a substitute to be arranged and paid for by the Organist.
* Funds for continuing education and work-related travel.
* Private lessons: The organist may use the organ for private lessons at no charge. Lessons must be scheduled with the church office to ensure proper climate control in the sanctuary.

## Accountability

The Organist will:

* Work collaboratively with the Minister of Music to plan worship music.
* Be evaluated by the Lead Pastor on an annual basis.
* Be accountable to the Lead Pastor.

## Employment Status

* 15 hours per week. Part-time non-exempt position. The salary is $18,00-21,000 payable monthly.

## About Duke Memorial United Methodist Church

Duke Memorial United Methodist Church is a vibrant and welcoming community located at the heart of Durham, NC. Rooted in a rich history of faith and service, our church is committed to making disciples of Jesus Christ for the transformation of the world. With a mission to love God, love others, and make disciples, Duke Memorial UMC offers a diverse and inclusive spiritual home for individuals and families seeking a connection with God and a supportive community.

Our worship services are both inspiring and inclusive, blending tradition with a modern approach to create meaningful and relevant experiences for all ages. As a church, we embrace diversity and celebrate the unique gifts each person brings to our community. Beyond our Sunday services, Duke Memorial is actively involved in various outreach programs, social justice initiatives, and community events, reflecting our dedication to living out the teachings of Christ in practical and impactful ways.

At Duke Memorial UMC, we believe in the power of community, the importance of spiritual growth, and the transformative love of God. Learn more about Duke Memorial UMC at [www.dukememorial.org](http://www.dukememorial.org).

## About Our Organ

Duke Memorial’s Holtkamp organ was dedicated in December 1971. It contains 2,719 pipes in 51 ranks, disposed over three manuals and pedal, and controlled by 41 speaking stops. The organ has two exposed manual divisions and one expressed division, with the entire instrument located at the front of the worship auditorium and advantageously placed in its own casework. The Pedal division is located behind the case front on house left but is not visible. Very little has been done to change the builder’s original sound and tonal conceptions.

Interested persons may submit a cover letter, resume, and a short (200-500 word) description of your philosophy/theology of leading worship as a musician to [*searchteam*@dukememorial.org.](mailto:searchteam@dukememorial.org)