



A&M United Methodist Church

Organist & Traditional Music Coordinator

Job Description (Full-Time)

Position Summary

The Organist & Traditional Music Coordinator (OTMC) provides principal organ and keyboard leadership for Traditional Worship and coordinates the musical systems and logistics that support the church's traditional music ministry.

A&M United Methodist Church has made a significant investment in sacred music, including the installation of a 79-rank Peragallo pipe organ and renovation of the sanctuary to enhance its acoustics for worship and music. The OTMC serves as the principal steward and performer of this important instrument, using its breadth and capabilities to support congregational singing, choral music, liturgy, and the broader worship life of the church.

Working under the administrative supervision of the Worship Pastor and within the theological, liturgical, and strategic direction established by the Senior Pastor, this position collaborates closely with the Director of Choral Music, Children & Youth Choral Coordinator, clergy, guest musicians, and worship staff.

The OTMC is responsible for the instrumental foundation and day-to-day musical coordination of Traditional Worship while serving as a collaborative peer with the Director of Choral Music and Children & Youth Choral Coordinator.

Primary Responsibilities

Organ and Keyboard Leadership

- Serves as principal organist and pianist for the church's regular Traditional Worship services.
- Provides organ and keyboard leadership for major Christian holy days and special worship services as scheduled by the Worship Pastor.
- Selects and prepares preludes, postludes, offertories, hymn accompaniments, service music, and other appropriate instrumental repertoire.
- Provides strong congregational hymn accompaniment consistent with the church's liturgical and musical traditions.
- Maintains a high standard of musicianship appropriate to the church's significant pipe organ and traditional worship ministry.

Choral Accompaniment

- Serves as principal accompanist for the Chancel Choir in rehearsals, worship services, and major choral offerings.

- Collaborates closely with the Director of Choral Music regarding repertoire, rehearsal preparation, musical interpretation, and performance needs.
- When accompanying the Chancel Choir or participating in choral works led by the Director of Choral Music, follows the Director's artistic direction regarding tempo, interpretation, balance, rehearsal needs, and performance execution.
- Accompanies children's and youth choirs as scheduled and collaborates with the Children & Youth Choral Coordinator regarding rehearsal and worship needs.
- Provides accompaniment and musical support for Music Makers and other appropriate choral ministries.

Traditional Music Coordination

- Coordinates the musical logistics of regular Traditional Worship in collaboration with the Worship Pastor, Director of Choral Music, and clergy.
- Ensures that musical elements, musicians, accompanists, instrumentalists, scores, arrangements, and other resources are prepared for worship.
- Maintains an accurate traditional music calendar in coordination with the church-wide worship calendar.
- Coordinates scheduling and communication with guest musicians, instrumentalists, soloists, substitute organists, and other contracted musicians.
- Ensures that required music information is submitted according to established bulletin, media, licensing, and communications deadlines.

Instrumental and Guest Music

- Coordinates instrumental musicians and ensembles for regular and special Traditional Worship.
- Collaborates with the Director of Choral Music in determining the instrumental, orchestral, solo, and ensemble needs of major choral offerings.
- Coordinates engagement, contracting, scheduling, and communication with guest and contracted musicians in collaboration with the Worship Pastor and Business Office.
- Tracks contracted-musician expenses against the approved Traditional Worship music budget.
- Ensures that proposed commitments remain within available budget authority and seeks Worship Pastor approval before making commitments beyond established budget limits.
- Provides the Business Office with appropriate contracts, payment information, and supporting documentation in accordance with church policies.
- Recruits and develops instrumental musicians from within the congregation and broader community when appropriate.

Handbell Ministry

- Directs the adult handbell choir.
- Recruits and develops handbell participants.
- Selects appropriate repertoire and prepares the ensemble for worship and special presentations.
- Oversees the handbell library, equipment, maintenance needs, and assigned budget.

Weddings and Funerals

- Serves as the primary organist and musical coordinator for weddings and funerals as requested and according to church policy.
- Works with clergy and families to identify appropriate music within the worship traditions and policies of A&M UMC.
- Coordinates additional musicians when needed.
- Receives additional compensation for weddings and funerals according to established church policy when applicable.

Music Resources and Facilities

- Coordinates the organization and stewardship of the Traditional Music library and related systems.
- Maintains organized systems for music storage, scores, licensing, and other Traditional Music resources.
- Collaborates with the Director of Choral Music regarding stewardship and organization of Chancel Choir repertoire and scores.
- Monitors maintenance needs for the pipe organ, pianos, handbells, and other traditional music instruments and communicates needs to the Worship Pastor and Director of Business & Operations.
- Coordinates tuning, maintenance, repairs, and appropriate stewardship of musical instruments in collaboration with church administration.

Budget and Administration

- Works with the Worship Pastor to develop and administer appropriate portions of the Traditional Worship music budget.
- Serves as the primary operational manager for expenditures related to guest musicians, contracted instrumentalists, soloists, ensembles, and other Traditional Music personnel expenses.
- Maintains awareness of available budget balances and provides regular information to the Worship Pastor regarding anticipated and actual contracted-musician expenses.
- Coordinates routine purchases, guest-musician expenses, instrumental needs, and operational costs within approved policies and budgets.
- Manages Traditional Music expenditures within the approved budget and seeks Worship Pastor approval before making commitments beyond established budget limits.
- Provides necessary documentation and information to the Business Office for contracts and payments.

Community and Special Music Events

- Coordinates musical and logistical needs associated with approved community concerts and outside music organizations using the church's worship spaces.
- Works with the Worship Pastor, facilities staff, and outside organizations to support appropriate sacred and classical music partnerships.
- Participates in district, conference, or community worship events as appropriate.

Collaboration and Staff Participation

- Participates regularly in worship planning and staff meetings appropriate to the position.
- Collaborates with the Director of Choral Music and Children & Youth Choral Coordinator as professional colleagues with distinct areas of responsibility.
- Supports the development of younger musicians and creates opportunities for emerging organists, pianists, accompanists, and instrumentalists when appropriate.
- Works constructively with Production/Media, Communications, Facilities, and other staff involved in worship execution.

Reporting Relationship

The OTMC reports to the Worship Pastor and serves collaboratively with the Director of Choral Music and Children & Youth Choral Coordinator.

The OTMC coordinates Traditional Music systems, logistics, contracts, and operational budget management but does not function as the personnel supervisor of the other traditional music staff.

When serving as accompanist for the Chancel Choir or another ensemble directed by another traditional music staff member, the OTMC follows the artistic leadership of that director while remaining administratively accountable to the Worship Pastor.

The OTMC and Director of Choral Music serve as collaborative professional colleagues with distinct areas of responsibility. Neither position supervises the other.

The Senior Pastor retains theological, liturgical, and strategic direction of worship.

Qualifications

- Demonstrated excellence in organ performance.
- Significant experience accompanying choirs and congregational singing.
- Strong piano skills and sight-reading ability.
- Knowledge of sacred organ literature, hymnody, and traditional Christian worship.
- Experience with handbells or willingness and demonstrated ability to direct handbell ensembles.
- Strong organizational, communication, and collaborative skills.
- Ability to coordinate multiple musicians, services, and musical details reliably.
- Ability to manage approved financial resources responsibly and maintain accurate awareness of expenditures and budget limits.
- Commitment to the Christian faith and an understanding of music as a ministry of worship.
- Familiarity with United Methodist/Wesleyan worship and hymnody preferred.
- Master of Music in Organ Performance or comparable advanced training or experience preferred.

About A&M United Methodist Church

A&M United Methodist Church is a growing congregation located in the heart of College Station, Texas, directly across from Texas A&M University. For generations, the church has sought to make disciples of Jesus Christ through worship, Christian formation, mission, service, and a deep commitment to the university community and the Brazos Valley.

A&M UMC offers both traditional and contemporary worship and values worship that is theologically grounded, spiritually formative, musically excellent, and deeply participatory.

Traditional worship draws upon the rich heritage of Christian hymnody, sacred choral music, liturgy, and the arts while continuing to develop new generations of musicians and worship leaders.

The church is entering an exciting season of growth and renewal. Located within a rapidly changing university neighborhood, A&M UMC is preparing for expanded ministry among students, families, long-time members, newcomers, and the wider community. The congregation values its strong musical heritage while also embracing creativity, leadership development, and opportunities to strengthen worship for the future.

The OTMC will join a church that sees sacred music as an important avenue of worship, discipleship, community, and witness.

How to Apply

Please submit:

- Resume
- Cover Letter
- Links to recent audio or video recordings demonstrating organ performance, including congregational hymn playing.
- Three References

Send application materials to:

Rev. Lance Richards
Senior Pastor
lance@am-umc.org