

**Principal Organist**  
**St. Louis King of France Catholic Church and School - Austin, Texas**

**Classification: Exempt, Full Time**

**Reviewed: 05/2019**

**Catholic Required: No**

**Reports To: Director of Sacred Music**

**Ministerial Character**

The Pastor is the visible principle and foundation of unity in the parish (St. Louis King of France Catholic Church and School – Austin, Texas) which the Bishop has entrusted to him. He makes Christ's mission present and enduring in the parish. In order to fulfill his mission, the Pastor employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them his mission and entrusts various responsibilities to them.

Positions employed at St. Louis King of France Catholic Church and School – Austin, Texas help to extend the ministry of the Pastor in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to, and assists the Pastor in, the performance of his ministry and thereby engages in ministry for the Church.

**Job Summary:**

The Principal Organist contributes to the liturgy by providing professional level organ music, and by collaborating with the Pastor and Director of Sacred Music in the overall music program at St. Louis King of France Catholic Church and School. This position reports directly to the Director of Sacred Music and operates with some latitude for the use of independent judgment and initiative.

**Essential Job Duties:**

- Provide organ music at all requisite services of St. Louis King of France Catholic Church and School, including but not limited to:
  - Sunday and School Worship Services established by the Pastor and Director of Sacred Music
  - Christmas and Epiphany
  - Ash Wednesday & Palm Sunday
  - Maundy Thursday, Good Friday, Easter Vigil, Easter Day
  - Advent Lessons & Carols
  - Weddings, Funerals, Confirmations
  - Any other major events such as Ordinations or Diocesan Celebrations
- Organist/Accompanist for the all scheduled weekly rehearsals for King's Choir (9:30 a.m. Choir), Cecilia Singers (11:30 a.m. Choir), Coro Immanuel (1:30 p.m. Choir), and St. Louis Children's Choir.
- Organist/Accompanist for the following: School Masses, Saturday Vigil Mass, Sunday 7:30 a.m. Mass (temporarily), 9:30 a.m., 11:30 a.m., and 1:30 p.m. Masses. Singer and organist (as needed) at weekly Sunday evening Vespers service. Also, player as needed for the Bell Choir. Substitute directing may also be needed in the case of absence of any of the ensemble Directors.
- Assist the Director of Sacred Music for all Feast Days and Holy Seasons as needed by the Director.
- Serve as staff liaison with outside contractors for organ and tower bell repairs.
- Work closely with the Director of Sacred Music to ensure an appropriate, consistent liturgical experience.
- Communicate with the Director of Sacred Music on any accommodations needed to perform job.
- Maintain a work schedule that maximizes availability to staff and customers.

**Knowledge, Skills, and Abilities:**

- Knowledge of the structure and basic teachings of the Roman Catholic Church.
- Knowledge of Catholic sacred music.
- Skill in verbal and non-verbal communication.
- Ability to operate various word-processing software, spreadsheets, and database programs.

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- Ability to provide excellent customer service and work effectively with staff, clergy, religious and laity.
- Ability to organize, prioritize, and utilize effective time management techniques.
- Ability to follow instructions furnished in verbal or written format.
- Ability to proficiently communicate in English (conversing, reading, and writing).

**Minimum Qualifications:**

**Education and Trainings:**

- A Bachelor's degree in music from an accredited American university or equivalent in a foreign country.

**Experience:**

- Five (5) years' experience as a church organist.

**Licenses/Certifications:**

- Valid Texas driver's license.
- Must maintain compliance with the Diocese of Austin Ethics and Integrity in Ministry (EIM) policies throughout the employment period.

**Mental/Physical Tasks:**

E	Talking	E	Driving
E	Listening	E	Seeing
E	Standing	E	Reading and comprehending
E	Walking	E	Using personal computer
E	Grasping/holding	E	Sitting
E	Lifting/carrying	E	Bending
E	Using office equipment, stapler, telephone, etc.	E	Other (listed below)
		E	- Thinking critically
		E	- Analyzing facts, theories, situations

**Working Conditions:**

- All employees of the parish are engaged in ministry and closely tied to the Pastor in the exercise of his ministry and obligations to the church.
- The parish is an at-will employer.
- All buildings and vehicles owned by the parish are tobacco free.
- Working in a fast paced environment with priorities and plans that may change rapidly.
- Working on weekends, evenings, and holidays is required.
- Will be exposed to religious ceremonies, conduct, and speech including Catholic Christian prayer and liturgical celebrations.
- Will be required to adhere to established dress codes and conduct standards.
- May be required to use personal or parish vehicles to drive to off-site locations.
- Travelling within and outside the parish to meetings and other events may be required, and travel may include overnight lodging.

**Approval:**

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

**Employee Certification**

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice of the change. I understand and acknowledge my work in this position is a ministry closely tied to the pastor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date