



UNITED PRESBYTERIAN CHURCH OF BINGHAMTON



Accompanist Position Description

Position Title: Accompanist

Exempt: Yes

Reports to: The Accompanist will report directly to the Director of Music. As Head of Staff, the Pastor will also provide guidance and support. The Worship and Music Team, in consultation, may also provide direction for worship planning.

Hours: Part-time position – approximately 10 hours a week, 4 in-person hours per week, plus own practice time and other rehearsals as requested. 6:15–7:45 Wednesdays for choir rehearsal, 9:00–11:30 Sunday mornings for choir warm up and worship.

Time Requirements: The time required to perform the outlined duties of the position will vary depending on the church season but should be estimated to average about 10 hours per week (includes individual preparation time). The Accompanist is expected to play for all worship services, including, but not limited to, Sunday mornings and special services for Ash Wednesday, Holy Week, Advent, and Christmas. The Accompanist is expected to rehearse weekly with the UPC Choir and for special rehearsals during seasonal preparations. The Accompanist will also be expected to meet with other ensembles or soloists for rehearsal as agreed upon with the Director of Music. Additionally, the Accompanist will be expected to arrive a minimum of fifteen minutes prior to rehearsal times to allow for individual preparations and for communication with the Director of Music as needed. Regular attendance at Staff, Session, and Worship Team meetings is not required but may occasionally be requested at the discretion of the Director of Music.

General Statement of Duties: Contribute to the life and worship of the United Presbyterian Church of Binghamton by providing instrumental accompaniment for its music ministries.

Primary Duties:

1. Creatively accompany congregational singing with a variety of sounds and styles on the piano and organ and provide accompaniment for special music selections during worship.
2. Thoroughly prepare all musical selections to enhance our corporate worship.
3. Prepare for and attend all choir rehearsals; support and assist the work of the Director with the choir; be available to rehearse with other ensembles or soloists as agreed upon with the Director of Music.

4. Assist with the recruitment and preparation of substitutes for planned absences at least three weeks in advance, in consultation with the Director of Music.
5. Notify the Director of Music of any issues that arise with instruments at United Presbyterian Church.

Minimum Requirements:

1. The accompanist is expected to be proficient at the piano in a variety of musical styles.
2. Ability to sight read hymns and capable of expanding the accompaniment for congregational singing beyond the written page.
3. Ability to accompany choral music in a variety of styles and following a director.
4. Effective interpersonal communication skills, and a positive attitude.

Preferred Qualifications:

1. Knowledge and familiarity with sacred/liturgical music.
2. Proficiency on the organ is preferred, however a basic understanding of organ technique and a willingness to work towards proficiency is acceptable.

Education and/or Experience: see above

Physical Demands: Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Evaluation: During the first year of employment, an evaluation will be completed by the Personnel Team (with input from the Director of Music and the Pastor) after three months and no later than six months after Date of Hire. Subsequently, an evaluation will be performed annually.

Salary: The salary for this position is \$12,000 to \$15,000 annually, commensurate with experience, as agreed on by the Session.

The Personnel Team will annually review the adequacy of compensation and recommend any changes to the Session, such as cost of living or other adjustments.

Vacation and Benefits: The Accompanist will be granted two weeks paid vacation annually, excepting Holy Week, Easter, Advent, and Christmas Eve. A minimum of one month's notice is requested prior to taking vacation. Exceptions to the calendar restrictions will be considered provided they are discussed with the Director of Music a minimum of six months in advance.

The Accompanist will be granted up to four paid sick days. Absences should be reported to the Director of Music with as much notice as possible. Vacation time shall not accrue or carry over beyond the current year.

The Accompanist is classified as a part-time employee, and as such, there are no health insurance or retirement employee benefits available.

Additional Requirements and Considerations:

1. The Accompanist will be a direct employee of the United Presbyterian Church of Binghamton. Direct employees will fill out a W-4 regarding deductions; state and federal taxes, and Social Security will be withheld from the paycheck according to current regulations. Pay is distributed bi-monthly.
2. Employment shall be contingent on a standard background check.
3. Employment shall be contingent upon completing required training, as per the UPC employee handbook.
4. While not a requirement for the position, the Accompanist may be asked to play for weddings or funerals/memorial services, for which a stipend will be offered.
5. The Accompanist will be permitted to use the facilities of the church for practice and private teaching; times should be coordinated with the church office to avoid scheduling conflicts.



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