

CHURCH OF St. GENEVIEVE

ACCOMPANIST

I. POSITION DESCRIPTION

Position Title: Accompanist

Reports to: Director of Worship

Receives work direction from: Director of Worship, Pastor

FLSA: Non-Exempt

Hours worked per week: Part time. Hours per week-up to 10

paid on a per-service basis: 2.5 hours per Mass; up to 3 Masses per weekend. additional pay for rehearsals, weddings and funerals.

Schedule: Year-round.

Salary Range: hourly salary of \$30 and up based on experience and skill level

Benefits: Parish will match up to 3% contribution to 403(b) retirement fund

Last Revision: October 8, 2026

II. PURPOSE:

Serve as a leader in liturgical prayer by serving as a keyboard accompanist for parish liturgies, choral, vocal and instrumental rehearsals, weddings, funerals and special parish events.

STATEMENT ON WORKING FOR THE CATHOLIC CHURCH: Employment in and by the Church is substantially different from secular employment. Church employees are held to a different and many times a higher standard of conduct. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. This position does not require that the employee be a Catholic. It is expected, however, that non-Catholic employees will respect Catholic doctrine and religious practices.

III. RESPONSIBILITIES:

- To be present where needed, on time and available to work at all times that the position demands or requires; to recognize situations that require additional effort.
- Provide keyboard accompaniment at parish liturgies, choral, vocal and instrumental rehearsals, other services as scheduled, and special parish events.
- Practice individually weekly.
- Arrive to liturgies and rehearsals with music selections chosen by Director of Worship fully prepared so accompanist is able to facilitate a smooth learning process for the choir.
- Help maintain parish musical instruments and related equipment and see to their proper care.
- In the event the accompanist cannot be at a rehearsal because of illness he/she will let the Director of Worship know immediately by phone and Director of Worship will get a substitute.
- In the event the accompanist is going on vacation, he/she will let the Director of Worship know at least two weeks in advance and Director of Worship will get a substitute

III. PHYSICAL DEMANDS:

- Able to go up and down steps
- Able to lift 25 lbs (small instruments, music materials, etc.)
- Able to sit and/or stand for long periods of time
- Able to work longer hours when required
- Available for weekday and evening hours as needed.

IV. MENTAL DEMANDS:

- Possess an understanding of the English language
- Ability to work independently, but cooperatively with others
- Exhibit promptness and dependability
- Possess excellent communication and organizational qualities
- Project a personal lifestyle with Christian values
- Able to ensure confidentiality, honesty and trust in all areas
- Able to follow through to completion on projects
- Able to work collaboratively with other team members
- Exhibit patience, understanding, a sense of humor and calmness in chaotic situations
- Must be able to accept criticism and learn from mistakes
- Knowledge and proficiency in playing keyboard
- Able to accompany single cantor as well as choir
- Able to sight read

IV. OTHER DEMANDS:.

- Complete the Archdiocese Safe Environment Training (background check, Code of Conduct and Virtus Training)
- View Insurance Videos per insurance guidelines

To apply, please send cover letter and resume to Susie Irlbeck at sirlbeck@stgens.org or 7087 Goiffon Rd, Centerville, MN 55038 by October 15, 2026.