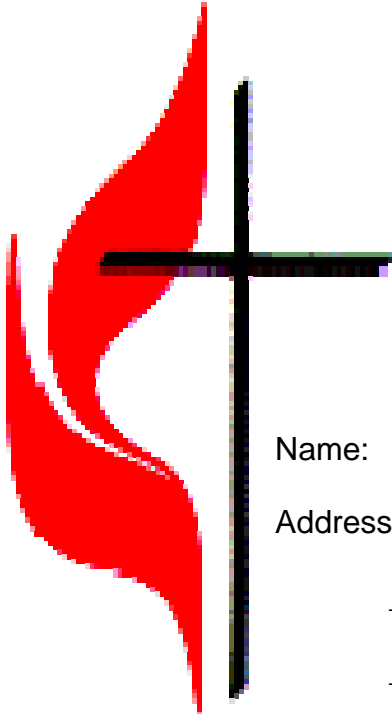


Hawkins United Methodist Church is now accepting applications for an accompanist. Interested individuals mail a resume to the following address:

Hawkins United Methodist Church
Attention: Teresa Cain, Office Manager
3736 Halls Ferry Road
Vicksburg, MS 39180

Resumes may also be emailed to Teresa Cain at teresa@hawkinsumc.org.
For more information, please call the church office at 601-636-2242.



Hawkins United Methodist Church

**3736 Halls Ferry Road
Vicksburg, Mississippi 39180**

Employment Application

Date _____

Name: _____

Address: _____

Home Phone # _____ Cell Phone # _____

Email Address: _____

Social Security number ____ - ____ - ____ Date of Birth _____

Driver's License # _____

Education and Work Experience

Education: Check highest level

High School: 9[] 10[] 11[] 12[] GED[]

Name and State of High School:

College: [] Associate's Degree
[] Bachelor's Degree

[] Master's Degree
[] Doctoral Degree

Degree/Major _____

Name of College/University _____

Employment Experience:

Current place of employment: _____

Address: _____

Phone # _____ Supervisor _____

Position _____

Reason for wanting to leave _____

Previous place of employment: _____

Address: _____

Phone # _____ Supervisor _____

Position _____

Reason for leaving _____

Do you have any physical, visual, or hearing needs we need to consider?
 No Yes If yes, describe in detail: _____

Are there any accommodations needed in order for you to safely and competently perform the duties in the job description? _____

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of a misdemeanor? Yes No

If yes, please describe the convictions in detail, including dates: _____

References:

1. Name: _____ Telephone # _____

Relationship to you: _____ Business Name: _____

Address: _____ City/State: _____

2. Name: _____ Telephone # _____

Relationship to you: _____ Business Name: _____

Address: _____ City/State: _____

Emergency Contact Information:

Emergency Contact: _____

Relationship to you: _____

Phone: _____ Second Phone: _____

I affirm that all the aforementioned information is correct and complete. I understand and agree that I will be fingerprinted and undergo a background check as required for working around daycare children.

Printed Name

Date

Signature

Hawkins United Methodist Church Job Description

1. **Position Title:** Accompanist
2. **Supervisory Controls:** Works under the general direction of the Director of Music and the Pastor.
3. **General Responsibilities of Position:** Responsible for providing keyboard, piano and/or organ accompaniment for the music for worship practices, services and experiences. This includes weekly praise and choir practices, church worship services, funeral and memorial services and various other musical activities for the church.
4. **Hours of Work:** Hours are varied. A minimum of 4 hours per week for scheduled practices and services is the norm. This is a part-time position.
5. **Minimum Requirements:** Accomplished keyboardist, pianist and/or organist.
6. **Typical Duties:**
 1. Works with the Director of Music in providing keyboard, piano and/or organ accompaniment at rehearsals and worship services.
 2. Practices music selected for services.
 3. Assists in planning and coordinating Wednesday night choir rehearsals, praise rehearsals and activities, Sunday worship services, funeral/memorial services and other rehearsals and services as required by the worship team, Director of Music and Pastor.
 4. Helps the worship team plan the worship experience.
 5. Works with the praise team, chancel choir and various other groups.
 6. Notifies the music director of absences at least one week before a scheduled absence.
7. **Supervisory Responsibilities:** None.
8. **Performance Evaluation:** The accompanist will meet with the Director of Music annually for evaluation of performance. Meetings with the Staff Parish Relations Committee and the Pastor and meetings at other times as deemed necessary.
9. **Salary and other benefits:** Negotiated with the SPRC annually. No benefits.

ACCOMPANIST'S SIGNATURE _____

SPRC CHAIRPERSON _____

DATE _____