

**MOOREFIELD PRESBYTERIAN CHURCH
JOB DESCRIPTION**

POSITION TITLE – PART-TIME CHURCH PIANIST/ORGANIST

PURPOSE:

To provide appropriate organ/piano music for regular and special services of the church, including weddings and funerals.

ACCOUNTABILITY:

Accountable to the Pastor and Director of Music.

RESPONSIBILITIES:

1. Provides organ and/or piano music for one Sunday worship service and one evening choir rehearsal per week, Christmas Eve, and Lenten worship; for memorial services or funerals in the sanctuary.
2. May provide organ or piano music for other special services scheduled in agreement with the Pastor, Director of Music and Worship Committee.
3. Works with the Pastor, the Worship Committee, and Director of Music to develop special music programs outside of worship services.
4. May make his/her own arrangements for music at weddings scheduled at Moorefield Presbyterian Church. (The Pianist/Organist has first preference for all weddings and funerals in the sanctuary.)
5. Shall bring to the attention of the Worship Committee all requirements for tuning, maintenance, service and repairs of the organ, the sanctuary piano, and any other piano that the pianist/organist may have occasion to use.
6. Plan, with the Pastor and the Director of Music, prepare and play music appropriate to each service of worship.
7. Performs with professional competence and musicianship in planning and execution of the music program for the church.
8. Arrange in advance when possible for a qualified substitute, with the approval of the Director of Music, for all absences for vacation, illness, or other reasons.

RELATIONSHIPS:

1. Selects the worship service music (piano/organ solos) in coordination with the Pastor and Director of Music and taking into account the themes of worship, based on the common lectionary. (The hymns for worship services are selected by the Pastor; choral music is selected by the Director of Music.)
2. Is formally responsible directly to the Pastor, and indirectly to the Director of Music and the Worship Committee of the church.
3. In order to provide well-coordinated worship services, shall coordinate through the Director of Music with the children's music program, the hand bell choir, and other instrumental or vocal ensembles.
4. Will attend meetings with the Pastor and Director of music to plan congregational worship. In addition, the pianist/organist shall serve as a member of the Worship Committee.

5. Relates to the Pastor, Director of Music, and Worship Committee in the performance of responsibilities, and to the Personnel Committee in matters relating to annual performance appraisals, compensation, and personnel policy.

PRIVILEGES:

1. Shall have free use of the organ and pianos of the Church for practice and rehearsal and private teaching at times consistent with availability of the sanctuary and choir or Sunday-School rooms, scheduled by the Church Secretary.

2. Receives four weeks paid vacation per year. In his/her absence for vacation or other reason, the Pianist/organist, shall arrange for a substitute musician in coordination with Director of Music and Worship Committee.

3. Is encouraged to attend events for professional development at least annually.

CONTRACT AND REVIEW:

1. Shall have a written 12 month contract for this Position from the Session of the Church.

2. This Contract will be reviewed annually in conjunction with a performance review conducted by the Worship and Personnel committees.

Created Nov 17, 2009 by the Personnel Committee
Rev 4, November 19, 2009