

## **Organist (part-time position)**

**Purpose:** To provide appropriate organ music for services of worship. (For those who may be interested and have the skill set, this position could be expanded to that of Assistant Director of Music over time. The Assistant Director role will carry additional responsibilities and compensation.)

**Reporting Relationship:** Accountable to the Senior Pastor as head of staff, Director of Music, and the Human Resource Committee in the performance of his/her responsibilities.

**Requirements:** Bachelor's Degree in Music desired, but experience considered. Must be proficient in organ performance, piano accompanying and sight reading.

### **Responsibilities:**

- Work with ministers, music director and other special groups to provide for the flow of worship.
- Provide music for traditional services 50 Sundays per year.
- Plan, prepare and play organ music appropriate to the traditional service of worship including but not limited to any pre-service music, the prelude, the interlude, the postlude, and any other music as required.
- Provide music during communion and other times as requested or needed at the Contemporary service.
- Provide music for special services e.g., Ash Wednesday, WAY Dinner programs (usually in Fall and Lent), Maundy Thursday and Good Friday and possibly Thanksgiving.
- Plan, prepare and play music appropriate for the 4:30, 7:30 and 11:00 p.m. Christmas Eve services.
- Accompany Chancel Choir at all traditional services.
- Accompany children and youth and occasionally hand bell choirs during worship services (including 9:30 contemporary service). Each group usually sings or plays every 4 to 6 weeks.
- Accompany rehearsals for the following:
  - Chancel Choir on Wednesday evenings
  - Children and youth choirs the Wednesday before they sing
  - Cantata rehearsal the Saturday before the Cantatas
  - Soloist (vocal and instrumental) for offertories, summer services, and any other special services (e.g., Christmas Eve)
- Lead Sectionals at Chancel Choir rehearsals.
- Lead Chancel Choir and hand bell rehearsals when Director of Music is away.
- Play and accompany for special events which may include but not be limited to a 'Silent Auction' variety evening, 'Night on the Town' talent show, Christmas Carol sing, and choral clinician event.
- Arrange for a substitute when not able to be present.
- See that the organ is maintained as needed. We have a 3-manual Allen electronic organ and a Boston baby grand piano.
- Funerals – plan, prepare and play for funerals/memorials conducted at NPC and will be reimbursed \$150 by the funeral director. If unavailable, secure the services of someone to play.
- Weddings – play for all weddings conducted at NPC. Compensation will be \$200 paid directly to the organist by the bride's family for the wedding and a rehearsal with a soloist. If additional time is required, there will be an added cost.

**Performance Review:** There is a probationary period of 90 days. A background check will be done. Performance review will be conducted annually by the Director of Music and placed in employee's file.

**Compensation:** Commensurate with education and experience. Support for continuing education will be approved on a case-by-case basis with approval by the Director of Music and the Human Resource Committee.