



Position: Church Organist/Pianist
Reports To: Personnel Committee
Classification: Lay, Part-Time, Non-Exempt
Scheduled

Work Hours: Sunday services as set by Session: One service at 9:30 a.m. Choir rehearsals are on Sunday, 8:00 a.m. to 9:00 a.m. as well as additional services and rehearsals as needed; unpaid vacation time as arranged

Compensation: Payment is per rehearsal and per church performance
Performance

Review: Conducted annually by personnel committee

Summary of Position

Music is an integral part of the life of the congregation. Under the leadership of the Pastor and the Worship committee, the organist/pianist exercises an important ministry that reaches out to the staff, choir members, members of the congregation and the community. This person is responsible for providing appropriate music accompaniment for all services as well as for the rehearsals of the church choir. It is the expectation of the Session and Personnel Committee that the church organist/pianist will be present each week for rehearsals and worship during the regular program year.

Skills Required:

- Knowledge of music
- Observes professional ethics
- Communicates effectively

General Responsibilities:

- Meets with the Pastor regularly to facilitate collegiality in the music ministry.
- Attends monthly worship committee meetings to facilitate general planning of the music program.
- Plans, prepares and presents organ and/or piano music appropriate to year-round weekly worship service in consultation with the Pastor and the Choir Director to include music before and after the services, hymns, the Gloria Patri and the Offertory. The organist/pianist furnishes their own music for the prelude and closing of the services unless specified by Pastor or Choir Director.
- Provides accompaniment for the choir in consultation with the Choir Director at the scheduled services on Sunday Mornings and at regularly scheduled choir rehearsals before services and extra rehearsals for scheduled services that require additional preparation.
- Provides music accompaniment for additional services during the year such as Christmas Eve, Maundy Thursday, the Christmas cantata and/or the Easter cantata.

- May provide music for funerals or weddings requiring accompaniment and held in Peoria Presbyterian church. These services are paid for by the family initiating the service. Fees for such services are at the discretion of the employee. If the employee is unable to play for the wedding, he/she will assist in the training of substitute musicians.
- Meets with and/or trains any substitute musicians who must be approved by the organist/pianist as well as Session as recommended by Personnel committee.
- Utilizes the instruments in the Church for rehearsal as needed and ensures Church Sanctuary is properly secured.
- Reports to the appropriate committees on the condition and maintenance needs of the musical instruments (organ and pianos).
- Notifies the Pastor, Choir director and Chair of Personnel if issues arise.
- Other duties as assigned.