

## Second UP—Job Description for the Organist/Choir Director

### Purpose:

The job of the organist-choir director is to participate in the creation of worship. As a member of the worship team, the organist-choir director works with the minister, seminary intern and the Worship Team to enhance the ministry of music within the congregation. This position must foster and promote a healthy Christian atmosphere.

Responsible to: The Session

### Skills and Qualifications:

1. Ability to play proficiently various styles of music on organ and piano.
2. Ability to recruit, direct and motivate a volunteer church choir.
3. Ability to select both contemporary and traditional music for purchase and presentation, which is complementary to the style of worship.
4. Ability to work as a team leader and team member.
5. Sensitivity to and some knowledge of Presbyterian worship, especially as this is expressed through music.
6. Ability to obtain all required child-protection clearances.

### Responsibilities:

1. Provide organ or piano musical accompaniment during and 15 minutes prior to regular Sunday morning services and for other special services e.g. Good Friday, Christmas Eve.
2. Conduct weekly choir rehearsals, and prepare the choirs (children and adult) for special services.
3. Meet regularly with the minister to co-ordinate and plan worship services. Minister will select hymns; organist usually selects anthems.
4. Participate in regular meetings of the Worship Team.
5. Select and purchase choir music, in collaboration with the Worship Team, which is suited to the blended worship style of the congregation and the strengths of the choir.
6. Prepare a music budget proposal annually and an annual report.
7. Play for weddings and funerals held at the church (Personal schedule will be considered).
8. Rehearse, as needed, with individuals, small groups and instrumentalists.
9. Promote, encourage and support the use, during services, of a variety of instruments and music groups (e. g. vocal or instrumental soloists, ensembles, trios, choirs) who may or may not be regular choir members.

10. Arrange for a competent substitute organist for absences due to vacation, continuing education, leave of absence, and when possible illness.
11. Keep a record of the hymns and anthems used each week, file music.
12. Care for and arrange maintenance for the musical instruments with appropriate approval.

#### Hours of Work

This part-time position includes a Thursday evening choir rehearsal, Sunday morning service, and other time as required for meetings, planning, etc.

#### Probationary Period

A three-month probationary period applies to all new employees at which time a review of the employee's work will be made.

#### Performance Review

An annual review will be conducted by the Session.

#### Salary

- Remuneration will be commensurate with a part-time position based on qualifications and experience.
- Additional fees for each funeral and wedding service are to be paid by those requesting the service in accordance with a scale approved by the Session.
- Salary will be reviewed annually. Change in salary requires Session approval.

#### Benefits

- Two weeks paid vacation annually after one year of service, with substitute organist paid by the congregation.
- Annual continuing education allowance of \$150, with congregation paying organist supply costs for one choir practice and one Sunday.

Please send resume to [secondpresbyterian@me.com](mailto:secondpresbyterian@me.com).

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