

**THE PRESBYTERIAN CHURCH OF RADFORD
POSITION DESCRIPTION**

Job Title: *Church Organist*

I. PURPOSE:

The Organist is to play the church organ at the worship services of the Presbyterian Church of Radford and to accompany the Adult Choir. This is a part time position in which the hours worked will vary.

II. QUALIFICATIONS: Must be able to lead the choir and congregation musically by playing either the piano or the organ. The organ is the preferred instrument and if not proficient with this instrument, is expected to learn how to play the organ.

III. ACCOUNTABILITY:

1. Employment through the Session of the Presbyterian Church of Radford. With employment, salary and job performance recommended by the Worship Committee to the Human Resources Committee.
2. Administrative supervision on a weekly basis by the Director of Music, in coordination with Worship Committee in the performance of his/her responsibilities.

IV. RESPONSIBILITIES:

1. To accompany the Adult Choir in regular practice and during the regular worship service.
2. To select, practice and play the prelude, offertory and postlude of the regular worship services, turning in selected music to the church office for the bulletin by Thursday morning.
3. The organist is expected to work collegially and cooperatively with the Director of Music in a supervisory relationship.
4. To work in close cooperation with the Director of Music in planning, purchasing, practicing and presenting all music for the regular worship service.
5. To be responsible for finding an organist substitute during vacations or in the case of illness. The substitute will receive an amount allocated in the current church budget.
6. To report problems with the church organ and pianos to the Director of Music and the church office.

7. If the position is shared, those employed will arrange among themselves the dates each will assume responsibility for playing the organ. The Director of Music and the pastor will be notified of their schedule on a regular basis and as soon as is reasonable.
8. When available, play for funerals which are held in the Presbyterian church of Radford throughout the year.
9. When available, attend regularly scheduled quarterly meetings of the church staff and to attend weekly staff meetings.
10. The organist is encouraged to be an active member of the Worship Committee.

V. EVALUATION:

Performance reviews will be conducted every other year by the Director of Music and the Session Human Resources Committee with input from the Worship Committee and in accordance with the evaluation policy.

VI. BENEFITS AND CONDITIONS OF EMPLOYMENT:

1. Salary- as stated in offer letter
2. Medical coverage- none
3. Sick leave- none
4. Vacation- 2 "work" weeks annually (choir practice time and Sunday service time) with no carryover annually
5. Salary reviews- see above
6. Paid holidays- none
7. Resignation: 30 days notice of resignation required.

Approved by Session: August 25, 2020