

QUAIL HOLLOW PRESBYTERIAN CHURCH

*** POSITION DESCRIPTION ***

Position: ORGANIST
Date: May 2017
Position Code: Part-Time, Exempt
Employed by: The Session
Reports to: Pastor/Head of Staff through the Director of Music/
Choirmaster

The Session of Quail Hollow Presbyterian Church seeks to employ as ORGANIST a person of suitable ability and training, of Christian character, with an understanding of and agreement with the beliefs of the Presbyterian Church (USA), with a sensitivity and concern for individuals and cooperation with the Music Director of the church as the Session and Pastor of the church may direct.

QUALIFICATIONS

1. Hold at least a baccalaureate degree in music, masters preferred.
2. Have a minimum of 5 years experience preferred as a church organist having obtained excellent evaluations in all previously held positions.
3. Possess advanced musical skills in playing hymns, congregational service music, voluntaries, and in accompanying choir anthems and choral masterworks.
4. Be familiar with the liturgical requirements of worship and music within the Presbyterian Church (USA).
5. Possess the keyboard skills in sight reading choir anthems and choral masterworks.

GENERAL RESPONSIBILITIES

1. Provide appropriate organ music for the regular Sunday morning worship service, including prelude, postlude, communion and occasional offertory.
2. Plan and provide appropriate organ music for the following special worship services: Advent/Christmas Eve, Ash Wednesday, Maundy Thursday, and other special worship services held during the year requiring the services of the organist.
3. Accompany the Adult Choir at its weekly rehearsals and at other special rehearsals called by the Director of Music.
4. Work with the Director of Music in procuring substitute organists for planned absences by the Organist as required.
5. Provide appropriate organ music for funeral services held in the church under the QHPC publication, **Guidelines for Church Funerals*.
6. Provide appropriate organ music for wedding services held in the church under the QHPC publication, **Guidelines for Weddings*, with the rate of compensation for such services as established under these guidelines.
7. Provide appropriate piano/organ music for special occasions such as concerts involving choir and/or soloists.
8. Give notice of termination of employment at least thirty (30) days in advance of the termination.
9. Attend meetings of the music staff as requested.

* These are publications of Quail Hollow Presbyterian Church which are available in the Church Office.

RESPONSIBILITIES OF THE CHURCH

1. Provide adequate facilities, equipment, and financial support to allow the Organist to adequately fulfill his/her responsibilities as outlined above.
2. Provide a vacation (with full salary) of four weeks annually.
3. Assistance with continuing education when budget allows.
4. Reimburse the annual fees for membership in the *American Guild of Organists* (or other similar organization).
5. Provide an annual review of this position including compensation and terms of employment.
6. **Permit the organist to use the church facilities and instruments (i.e., organ, pianos, etc.) for private teaching.
7. Give notice of termination of employment at least thirty (30) days in advance of the termination.

** Times of lessons and use of facilities must be scheduled in advance through the Church Office so as not to conflict church program needs. An additional fee will be charged to students wishing to use the church organ for practice.

COMPENSATION

Salary recommendations will conform to those currently in print from the Presbyterian Association of Musicians publication, *Guidelines for Committees Seeking to Employ Church Musicians in Presbyterian Churches*, and the American Guild of Organists publication, *The Work and Compensation of the Church Musician*.

A typical (average) weekly workload would include approximately 3 1/2 to 4 hours of “visible hours” (rehearsals, services, etc.), and thus this position falls under the “1/4 Time” scale of the publications mentioned above. Naturally, this load will increase in busy seasons and may decrease during the summer and ordinary time. Therefore the annual salary range for this position will typically be from \$13, 634 to \$24,583 (*c.f* page 8).

Compensation for the Organist will be determined by:

1. The overall level of training, education and skill of the individual.
2. The average number of hours weekly this person must work to carry out the responsibilities as stated.
3. The amount of experience of the individual.
4. The results of the annual review.
5. All potential subsequent salary increases are subject to annual church budget constraints.

This job description reflects the assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned. We understand and mutually accept that the above job description represents our agreement as to the job to be performed.

Supervisor

Date

Supervisee

Date