

## **Pianist/Organist Position Description**

**Level Green Presbyterian Church  
105 Olive Drive  
Trafford, Pennsylvania 15085-1330  
412-372-5370**

### **General Description of the Position**

The Pianist/Organist shall play for all worship services and choir rehearsals, as well as other regular special services.

### **Responsibilities**

- Operate directly with the Director of Music and shall cooperate with the Pastor, Director of Music, and Worship Committee in general planning and leadership of the music program.
- Enhance the spiritual life and Christian discipleship of the congregation through the excellence of his/her musical renditions and shall rehearse sufficiently at the instrument for optimum performance.
- Select and prepare appropriate Prelude, Offertory, and Postlude music for the weekly Sunday Worship Services pursuant to the church calendar year (8:00 a.m. and 10:30 a.m. – September through May; 9:00 a.m. – June through August).
- Select and prepare appropriate Prelude, Offertory, and Postlude music for all holiday services (i.e., Ash Wednesday, Maundy Thursday, Christmas Eve).
- Submit titles of Prelude, Offertory, and Postlude to church secretary by Tuesday morning for the church bulletin.
- Accompany the Chancel Choir anthems, special music (i.e., solos, duets, youth choirs, etc.) and service music (i.e., hymns, hymn sings, choruses, etc.)
- Accompany regular weekly choir rehearsals (approximately September through May) as well as any special rehearsals; time to be determined by all parties involved. During the summer months all rehearsals shall accommodate the Organist, Director of Music, if applicable, and musicians.
- Play for occasional special services (i.e. World Day of Prayer, Community Services held in Level Green Church).
- Occasionally (very infrequently) accompany the Chancel Choir at special functions beyond the church when requested by the Director of Music and/or Pastor.

- If willing, prepare and play appropriate musical selections for weddings and funerals, with additional compensation to be provided by parties involved at the rates determined by the Pianist/Organist. Or approve, either through prior knowledge of the person or through audition or appointment, a guest organist to ensure that only organists with experience playing our make/model of organ (or its equivalent) use the organ.
- Report to the Worship Committee the condition and needs for the proper maintenance of the piano and organ.
- Receive two weeks paid vacation per year and arrange for a substitute pianist/organist, when needed. Vacations should not be taken during Holy Week, including Easter, and the Advent/Christmas season.
- Receive reimbursement as provided in the budget for expenses incurred for attending a church music conference/clinic or other form of continuing education (subject to approval by the Worship Committee).

### **Relationships and Accountability**

- Employment shall commence with a six-month evaluation period. Reviews will be conducted annually by the Pastor and a member (or members) of the Worship Committee.
- The Pianist/Organist is appointed and terminated by the Session upon the recommendation of the Worship Committee, including the Pastor.
- The Pianist/Organist is a member of the staff under the direct supervision of the Worship Committee and the Pastor.
- The Pianist/Organist shall serve as an ex-officio (if not a member of Level Green Church) member of the Worship Committee.

### **Qualifications**

- The Pianist/Organist shall have an active, vital, and growing relationship with Jesus Christ and exemplify Christian morals and conduct in ministry at our church and in relationships with others.
- The Pianist/Organist shall have excellent musical skills on both the piano and organ. He/She shall have the skill to play the Allen Digital organ or its equivalent.