

La Jolla Presbyterian Church

Position Description

POSITION Title: Organist/Pianist

Department: Worship & Arts

Date: January 2023

Employment Status:

Regular Exempt
Temporary Non-Exempt
Full-Time
Part-Time
Intern/Co-op

Hours per week: 10-12hr//wk (additional hours outlined below)

Minimum Salary: dependent on experience and qualifications

Supervisor's Name/Title: Rev. Dr. Paul Cunningham, Head of Staff

A. POSITION SUMMARY:

Explain the basic purpose of the position and summarize the responsibilities:

The part-time Organist/Pianist provides a solid accompaniment in Worship Services, enabling congregational participation in song. Accompanies the Choir & Soloists, (Brass and Orchestra when scheduled) for all services, rehearsals and handles music arrangements for memorial services and weddings as scheduled (extra compensation received for memorials and weddings).

B. DUTIES & RESPONSIBILITIES:

List the required responsibilities of the position, starting with those that are most important. Use brief sentences that begin with action verbs (e.g., conducts, operates, prepares, coordinates, etc.) Estimate the percentage of total annual work time spent on each responsibility listed. **All essential functions must be performed safely, accurately, efficiently, effectively and within management's standards/directives in order to meet the requirements for this position.**

Essential Functions/Responsibilities

1. Provides/plays prelude, interlude, postlude and hymn music for weekly Sunday morning worship services.
2. Plays for special worship services (i.e. Ash Wednesday, Maundy Thursday & Christmas Eve). Extra rehearsals, when scheduled, before concerts (i.e. Monday evenings, Saturdays).
3. Accompanies weekly Thursday night rehearsals for choir.
4. Rehearses on your own, during week, as needed, at home and on church Organ
5. Occasionally fills in for Choir Director for rehearsals and Sunday Services, when needed.
6. Maintains the Organ, and works with church administration to make sure the Organ is kept in good operating order.
7. Maintains a music library, to have a LJPC's disposal, a broad range of different styles appropriate for use, if requested, by staff for services and events.
8. Provides accompaniment for special events when requested (i.e. Children's Choirs, Chancel Choir concert performances, congregational events requiring music).
9. Conferences with staff and congregants for Memorial Services and Weddings via email/phone/in person, given first opportunity to play for these.
10. Arranges for substitute Organist to play when regular Organist away on vacation/sick other leave.

Reacts to changes in productivity, and performs other duties as assigned.

Explain the type of supervision the incumbent will receive after the training/introductory period (e.g., receives close supervision related to specific work activities; routine duties are performed with minimal supervision; receives very general guidance--work is usually quite independent; subject only to very broad communication, etc.)

After introductory period, receives very general guidance--work is usually quite independent; subject only to very broad communication.

Explain any supervisory responsibility (e.g., selecting employees, assigning tasks and directing work, approving overtime and/or leave, evaluating performance, recommending salary increases, resolving employee complaints, taking corrective/disciplinary action, terminating an employee, etc.)

n/a

Explain any access to confidential information?

There may be access to confidential information. All confidential information received from staff and/or congregants must be kept confidential until release is obtained by the disclosing party.

Explain any fiscal responsibility (access to/handling of church/customer funds; budgeting responsibilities; approval priveledges on purchase orders and check requests; reporting and auditing functions, etc.

Fiscal responsibility is expected to be maintained; know how to manage a budget, pay bills on time, receive approval for large expenditures.

Explain if it is important that the incumbent of this position be able to communicate fluently in English?

Must speak and write English fluently.

Explain the extent of public contact (list individuals/organizations with whom the incumbent will have contact. Indicate type and frequency):

Expected to represent La Jolla Pres and it's vision to the congregation, church groups, outside groups using the church facility

C. Minimum QUALIFICATIONS needed to perform the positions:

Education/training

(What is the minimum level of education/training necessary to prepare a person with the knowledge or skills to perform the essential functions of this position?):

Bachelor's degree required.

Work experience

(How many years, and what prior work experience is necessary to perform the essential functions of this position? At what level?):

3 years experience in church music ministry preferred.

Skills & abilities

(What competencies/proficiencies, talents, knowledge--united with readiness and dexterity, etc. are needed):

Proficient in directing and accompanying worship music. Ability to facilitate administrative duties of worship services as needed.

Other job related requirements (i.e. Necessary licenses, certifications, etc.):

A devoted follower of Jesus Christ, who desires to glorify God through their musical talents

Preferred QUALIFICATIONS

(describe any additional education, work experience, skills/abilities, etc. which are desirable in addition to minimum qualifications):

Bachelor's degree preferred. Experience as a solo and ensemble musical performer and composer. Professional standards of reliability, punctuality, flexibility and communication preferred.

Pressure of work (What pace, volume of work, distractions, etc. are encountered on the job?):

Often fast pace work environment, ability to troubleshoot problems during events without direct supervision.

Machines/Equipment/Tools/Software

(List machines, equipment, tools, and specific computer software used regularly in the work of this position. Indicate the frequency with which each is used):

Proficient playing the organ, piano and in using following software: Microsoft Office

Working Conditions

Are there particular working conditions associated with this position which should be noted (i.e. working environment, noise, temperature extremes, hours of work, travel, workspace, unpleasant conditions, etc.) Include protective gear that must be used or worn.

Yes No

If yes, please explain:

Sunday is a regular work day for this position. Evening Worship scheduled for Ash Wednesday and Maundy Thursday, as well as Christmas Eve and Concerts. Arriving early to warm up for worship, weddings and funerals as needed, (scheduled Mon-Sun, substitute organist can be scheduled when regular organist not available.).

Analysis of Physical Demands of Position

Check physical demands that apply. Then briefly describe responsibilities that require the physical demands checked, and the appropriate percentage of time or weight where required.

- 1. Strength:
 - a. Standing 25 % of time _____
 - Walking 25 % of time _____
 - Sitting 50 % of time _____
 - b. Lifting _____ pounds _____
 - Carrying _____ pounds _____
 - Pushing _____ pounds _____
 - Pulling _____ pounds _____
- 2. Climbing _____
- Balancing _____
- 3. Stooping _____
- Kneeling _____
- Crouching _____
- Crawling _____
- 4. Reaching _____
- Handling _____

5. Speaking _____
Hearing _____
6. Seeing _____
Depth perception _____
Color vision _____

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required.

Employee Signature

Date

Supervisor Signature

Date