



Lancaster Presbyterian Church

A Congregation of the
Evangelical Presbyterian Church

JOB DESCRIPTION

JOB TITLE: Church Organist/Pianist		DATE: November 1, 2023	
REPORTS TO: Moderator of Personnel Committee for job responsibilities and Pastor as head of staff			
LOCATION (if site specific): Lancaster, NY		FLSA Status: Exempt	
Job Type: Part-time	Pay Type: Per Month	Hours: Approximately 10+ hours per week	

Summary of Primary Job Responsibilities: *(may perform other duties as requested not specifically addressed in this document)*

A highly qualified organist/pianist that will provide dynamic organ and piano music that contributes to and enhances the worship experience for Sunday morning worship, special services, funerals and weddings.

- Traditional Worship every Sunday at 8:30am accompanied by Organ
- Contemporary Worship every Sunday at 11:00am accompanied by Piano

Typical Qualifications: *(education, experience, knowledge, skills and abilities typically needed to perform this job)*

Education: High School Diploma or GED with professional music training in Reading and Theory

Experience Target: Minimum three to five years' experience playing organ and piano

Skills:

- Skilled in understanding how music contributes to the flow and meaning of worship
- Organizational skills, interpersonal relationships, and team player
- Excellent communicator

Knowledge/Abilities:

- Knowledge of music and Presbyterian hymnody
- Knowledge of basic music theory, including simple transpositions or harmonizing a melody.
- Demonstrated ability to play organ and piano
- Demonstrated ability to accompany choirs and individual musicians
- Demonstrated experience and ability playing in a worship setting
- Demonstrated experience and ability playing at weddings and funerals
- Exhibits a commitment to the Orthodox Christian faith

Special Certifications *(if appropriate--identify if required to perform the job or just preferred):*

Travel Required *(typical % of time, scope of travel--U.S. or international, special issues):*
Minimal Local Travel Required

Other: Dedication to the beliefs and mission of the Church



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Major Responsibility Areas *(this may not be totally inclusive of all required job tasks and responsibilities):*

- Provide organ and piano music for regular worship services scheduled on Sunday mornings. Shall select appropriate Prelude/postlude organ music for each service.
- Provide organ music for the following additional services during the year:
 - Maundy Thursday
 - Good Friday
 - Easter Sunrise
 - Thanksgiving Eve
 - Christmas Eve (two services)
 - Any additional services as required
- Rehearse once weekly with the Chancel Choir from September through May, and every other week with Worship Team.
 - Regular Sunday Service from September thru May consists of two (2) services. Traditional worship at 8:30am with Organ and Contemporary worship at 11:00am with Piano
 - Summer Services the balance of the year are one (1) service at 9:30am alternating between Traditional and Contemporary worship.
- At the convenience of the organist, rehearse with and accompany soloists and instrumentalists for traditional worship service and other special worship services, when necessary, on organ or piano
- Collaborate with the Director of Music and/or worship committee in the area of general planning and leadership of the music program.
- Provide music at all weddings requiring organ music held within the church. The services of other organists may be used only with the permission of the regular organist or Senior Pastor
- Provide music for funeral services held within the church if available at the time of the funeral.
- If unavailable, help arrange for a substitute to provide organ music for weddings and funerals held at LPC.
- Report to the Director of Music the condition of the instruments and needs for the maintenance of the church organ(s) and piano(s). The church shall provide the funding for the proper care of these instruments. Guest organists or recitalists shall not be permitted to use the church organ without prior approval by the regular organist.
- Assist the church in arranging for a substitute organist, if unavailable.

Employment Termination

- It is expected that the organist give notice of termination of his/her employment at least sixty (60) days in advance of the termination. The church shall likewise give sixty (60) days advance notice or sixty (60) days compensation in the event they wish to terminate his/her employment.



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Benefits

A. Vacation - The Organist is allowed to take vacation time up to 4 weeks during the year to be taken at his/her discretion, except during major church holidays, including

- 1) Palm Sunday
- 2) Maundy Thursday
- 3) Easter
- 4) Thanksgiving Eve
- 5) Advent
- 6) Christmas

The Organist will provide coverage in his/her absence with a substitute organist. Absences should be cleared through the worship committee of the Session.

B. Other - Additional benefits for this position are not offered other than those mandated by law.

Evaluation

- Annual performance reviews will be coordinated by the Human Resource Committee.

CONTACT INFO:

Norm Richard
101 Crimson Lane,
Elma, NY 14059
716-997-9262
sbny2.nrichard@gmail.com