

Natrona Heights Presbyterian Church
Natrona Heights, PA (suburb of Pittsburgh)
Part-time Organist/Choir Director Job Description

Natrona Heights Presbyterian Church is a transitional member of the Presbytery of the Alleghenies located in the eastern suburbs of Pittsburgh. The mission of the church is to lead the lost to love Jesus through worshiping, connecting and serving. As part of that mission, we serve a community that is primarily blue collar, with some middle managers and business professionals.

The church is multi-generational and has a worship service at 10 a.m. on Sundays. The music ministry is blended, with an organ prelude, contemporary praise set, choir anthem, offertory, hymn of preparation and closing hymn.

JOB DESCRIPTION: Organist/Choir Director

To provide music and appropriate accompaniment selection choices for the 10:00 a.m. Sunday morning service, special church event and services as requested, weddings, and funerals as requested. The Organist/Choir Director will lead the church choir in providing music during the worship service, special church events, and coordinate the total music program of the church. The Organist/Choir Director will help to coordinate musical selection with the Pastor. The Organist/Choir Director also serves as an ex-officio member of the Worship Committee without vote.

Responsibilities:

- Work with the Pastor and Worship Committee in planning and carrying out the music program in the church
- Act at times as an advisor for organizations in the church seeking assistance for their musical activities
- Chancel Choir rehearsals
- Arrange for supplying vocal or instrumental selections upon approval of the Worship Committee
- Selection and purchase the choral music that is to become a part of the church music library in cooperation with the Worship Committee
- Scheduling the participation of any choir or outside musical group. Consult with Pastor and Worship Committee
- Scheduling and coordinating during special seasonal events such as a Christmas concert
- Be responsible for the vestments and care of music. Be the chief staff consultant in all matters having to do with the repairing, remodeling, upkeep and usage of the organ
- Assume full responsibility for providing organ music, including provision for a suitable substitute for the church service or choir rehearsal
- Furnish the organ music as requested for weddings, wedding rehearsals and funerals in the sanctuary
- Entertain and refer to the Session outside requests to use the church organ and screen any outside users of the organ for ability
- Contribute to the philosophy of our church by helping to create a loving, caring and trusting environment, and be being pleasant and cordial to all church members and guests

Requirements:

Proficiency and skill on the organ, piano and electric keyboards. Familiarity with both traditional choral and contemporary Christian music. Must be a Christian with a deep commitment to Jesus Christ who agrees with the EPC tenets of the Christian faith without exception.

Interested parties should submit their resume to Deb Lehew, Chair of the Personnel Committee at lehew2@comcast.net.