

## Organist Job Description

**Purpose:** To provide appropriate organ music for services of worship.

### Responsibilities:

- Work with ministers, music director and other special groups to provide for the flow of the worship event.
- Provide music for traditional services 48 Sundays per year.
- Plan, prepare and play organ music appropriate to both traditional services of worship including but not limited to any pre-service music, the prelude, the interlude, the postlude, and any other music as required.
- Provide music for special services e.g., Ash Wednesday, WAY Dinner programs (usually in Fall and Lent), Maundy Thursday and Good Friday (these are joint services with Heritage United Methodist and alternated each year), Thanksgiving (this service is a joint service with three other churches and is on the Tuesday before Thanksgiving—we normally host approximately every 4<sup>th</sup> year).
- Plan, prepare and play music appropriate for the 4:30, 7:30 and 11:00 p.m. Christmas Eve services.
- Accompany Chancel Choir at all traditional services.
- Accompany children and youth choirs and occasionally hand bell choirs during worship services (including 9:30 contemporary service). Each group usually sings or plays every 4 to 6 weeks.
- Accompany rehearsals for the following:
  - Chancel Choir on Wednesday evenings
  - Children and youth choirs the Wednesday before they sing
  - Cantata rehearsal the Saturday before the Cantatas
  - Soloist (vocal and instrumental) for offertories, summer services, and any other special services (e.g., Christmas Eve)
- Lead Sectionals at Chancel Choir rehearsals.
- Lead Chancel Choir rehearsals when Director of Music is away.
- Play and accompany for special events including, but not limited to a 'Silent Auction' variety evening, 'Night on the Town' talent show, Christmas Carol sing, and choral clinician event.
- Arrange for a substitute when not able to be present.
- See that the organ is maintained as needed.
- Funerals – plan, prepare and play for funerals/memorials conducted at NPC. If unavailable, secure the services of someone to play.
- Weddings – ordinarily, organist will play for all weddings conducted at NPC unless an acceptable organist is granted permission by our organist. The reimbursement shall be set by the Session as part of the NPC Policy and Procedure Manual.

**Salary Range:** \$14,000 to 16,000 commensurate with experience. (The Organ at NPC is an Allen, 3 manual Renaissance organ equipped with Midi).

Send resume with letter of interest to: Jackie Koski, c/o Northwood Presbyterian Church, 2875 S.R. 580, Clearwater, FL 33761 or email [chriscurvin@northwoodpc.org](mailto:chriscurvin@northwoodpc.org)  
NO PHONE CALLS PLEASE