

Northridge Presbyterian Church  
Organist  
Part-time (12 hours per week, averaged over the calendar year)

## JOB DESCRIPTION

### SKILLS

- 1 Proficient organ and piano skills as a congregational worship leader, accompanist, and soloist
- 2 Ability to work cooperatively and collegially with Director of Music, Pastor/Head of Staff, and all other staff (as needed)
- 3 Ability to collaborate with professional and amateur musicians
- 4 Ability to work with adults, youth, and children
- 5 Conducting skills desired but not required
- 6 Willingness to perform duties as assigned, within reasonable expectations of a part-time employee

### DUTIES

Practice and Preparation for Organ and/or Piano voluntaries, solos, hymns, service music, and accompaniment for the following:

- 1 Sunday morning worship services:
  - a. Labor Day to Memorial Day, 11am
  - b. Memorial Day to Labor Day, 10am
- 2 Scheduled non-Sunday morning worship services, including, but not limited to:
  - a. Christmas Eve, 10am & 7pm
  - b. Ash Wednesday, 7pm
  - c. Maundy Thursday, 7pm
  - d. Good Friday, 7pm
- 3 Additional scheduled worship services by Senior Pastor/Head of Staff
- 4 Wedding & Memorial services, as scheduled (see below)
- 5 Chancel Choir rehearsals, August - May, Wednesdays, 7-8:30/9pm
- 6 Additional rehearsals with choirs, ensembles, and soloists, as needed, to be mutually agreed upon by Director of Music & Organist
- 7 Participation in Handbell Choir, Labor Day to Memorial Day, Sunday, 5:30-6:30pm
- 8 Direct choir in rehearsal and/or services (if needed) in the absence of the Director of Music
- 9 Securing substitutes in the event of paid vacation or unpaid leave

Weekly meeting with Director of Music at a consistent and mutually agreed upon day and time.

### COMPENSATION

- 1 Salary will be paid in semi-monthly increments per the established accounting methods of the church.
- 2 Additional compensation beyond salary for Memorial & Wedding services, according to Northridge's published policies.
- 3 2 weeks paid vacation, contingent upon advanced notice of at least 4 weeks and prior approval of the Director of Music and Senior Pastor.

- 4 Schedule Flexibility for unpaid leave(s) of absence, contingent upon advanced notice of at least 4 weeks and prior approval of the Director of Music and Senior Pastor.
- 5 May use instruments for practice, performance, and lessons, according to calendar scheduling and Northridge's Safe Child Policy.

#### OVERSIGHT

- 1 Direct oversight by Director of Music and Pastor/Head of Staff
- 2 Oversight by the Worship and Human Resources Committees and Northridge Session