

Northridge Presbyterian Church

Organist

Part-time, at-will employment (12 hours per week, averaged over the calendar year)

JOB DESCRIPTION

SKILLS

- Proficient organ and piano skills as a congregational worship leader, accompanist, and soloist
- Ability to work cooperatively and collegially with Director of Music, Pastor/Head of Staff, and all other staff (as needed)
- Ability to collaborate with professional and amateur musicians
- Ability to work with adults, youth, and children
- Conducting skills desired, but not required
- 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:

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

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

COMPENSATION

- \$21,000 annually to be paid in semi-monthly increments per the established accounting methods of the church.
- Additional compensation beyond salary for Memorial & Wedding services, according to Northridge's published policies.
- Two weeks of paid vacation, contingent upon advanced notice of at least four weeks and prior approval of the Director of Music and Senior Pastor.
- Schedule flexibility for unpaid leave(s) of absence, contingent upon advanced notice of at least four weeks and prior approval of the Director of Music and Senior Pastor.
- Use of instruments for practice, performance, and lessons, according to calendar scheduling and Northridge's Safe Child Policy.

OVERSIGHT

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