

## College Drive Presbyterian Church Organist/Pianist Position Description & Terms of Employment

College Drive Presbyterian Church is *"journeying with Jesus to make disciples and meet human needs."* The church staff will lead the church toward this church-wide mission and implement the vision goals created by the session. All staff members will meet regularly with the Pastor/Head of Staff and attend staff meetings and other gatherings of church leadership. Staff members are also expected to attend important events that take place in the life of our church as directed by Head of Staff.

The **Church Organist/Pianist** will provide appropriate organ/piano music during worship in the life of the congregation.

### Qualifications, skills and gifts:

- Growing faith in Jesus Christ
- Good "people" skills for relating to pastor, staff, church members and the general public
- Interest in working within a team concept to lead the church in traditional and contemporary music worship
- Demonstrates ability to play Piano and Organ
- Possesses basic knowledge of church procedures and processes
- Possesses good communication and organizational skills
- Strong theological understanding of worship and the place of music in worship

### Responsibilities:

- Provide music for Sunday morning worship service and weekly Oasis Contemporary service
- Attend regular mid-week music rehearsals and Sunday morning rehearsals as needed
- Coordinate with Chancel Choir Director, Contemporary Worship Team and Pastor on music selections
- Member of Music & Worship Ministry Team
  - Participate in maintenance of a music calendar for scheduling of music groups and special music in worship
  - Serve as liaison with organ maintenance company and piano tuner
  - Work within budget in coordination with Music & Worship Team for purchasing of new music
  - Arrange for substitute as necessary, working with Music and Worship team elder and pastor
- Prepare for worship services
  - Select Prelude, Offertory and Postlude music as needed each week in order to enhance the worship experience
  - Provide information for Sunday bulletins to church office in a timely manner
  - Rehearse with auxiliary musicians (approximately once a month during academic year and each week during the summer)
  - Rehearse sufficiently for optimum performance
- Be available for special services (to include but not be limited to Christmas Eve, Maundy Thursday, Good Friday, and Community Thanksgiving) of the church as needed

**Terms of Employment:** Commensurate with credentials and experience, approximately 10 hours/week based on a 48 week year.

**Performance and Compensation Reviews:** The Church Organist/Pianist will be responsible to the Pastor/Head of Staff. New employees will be evaluated after 90 days, with an additional yearly evaluation by the Pastor. The Session Personnel Team will review compensation and job descriptions yearly.

Review of applications will begin immediately and continue until position is filled. Appointment is immediate. Applicants should submit a letter of application, current resume, names of 3 references complete with addresses (surface and email if possible), and telephone numbers to:

Rev. Tom Houston  
College Drive Presbyterian Church  
2 W High Street, New Concord OH 43762  
Church office: 740-826-4036  
Cell: 740- 630-8580  
FAX: 740 – 826-7247