

CHURCH ORGANIST

JOB DESCRIPTION



1. OVERVIEW

The Irvington Presbyterian Church (IPC) is called to be an inclusive church that lives by faith, is known by God's love, and gives hope a voice in our neighborhood and world. IPC prides itself in being a steadfast member of the historic and historically-artistic neighborhood of Irvington on the East side of Indianapolis, and IPC's music department has been an integral part of contributing to and participating in the life of its community. The Church Organist is a fundamental participant in embodying the ministry of music making that our members, neighbors, musicians, and community have come to know as IPC's primary artistic expression. The Organist will present to the congregation various genres of music, primarily the organ and piano, as well as play a major role in assisting the Director of Music in developing IPC's musical programming and education for all ages. IPC's Organists have historically been accomplished musicians who appreciate and support the theological beliefs of Presbyterianism as an expression of the Reformed faith, exhibit enthusiasm and energy in promoting the music ministry of the church, and provide creative investment and development of the musical "voice" of the congregation in a way that complements and supports the work of their colleagues.

2. RESPONSIBILITIES

- a. Serve as church organist playing hymns, preludes, offertories, postludes, and other service music as needed for all Sunday services of worship (traditionally held at 10:00 am); accompanying and rehearsing with the choir(s); and accompanying and rehearsing with instrumentalists and soloists as needed for worship services and other music programs.
- b. Accompany special services of worship within the regular Church calendar including, but not limited to, Christmas Eve (two services), Holy Week (Thursday/Friday and two services Easter Sunday), and possibly Wednesday Lenten services.
- c. Provide information regarding the music activities for services of worship in an appropriate form and timely manner for the publication and production of worship services and their materials.
- d. Serve as the primary musical consultant and organist for special services including weddings, funerals, and others, as needed.
- e. Assist the Director of Music (DoM) in hiring and rehearsing with instrumentalists and vocalists as needed for worship and music programs.
- f. Oversee the maintenance and tuning of the organ and all pianos, in consultation with the DoM.
- g. Prepare a list of possible substitute organists/pianists/accompanists.
- h. Arrange for substitute organists as scheduling requires.
- i. Attend meetings with the worship staff and Worship Committee, when requested.
- j. Encourage and use a variety of musical styles in various church ensembles.
- k. Promote the music program of the church.
- l. To work under the direction of the Pastor/Head of Staff and the DoM.

3. WORK SCHEDULE

The actual time worked shall be determined by the demands of the various programs, practice, and activities, but is estimated to be less than 12 hours per week.

Currently, Sunday morning services of worship are scheduled from 10:00 – 11:15 am.

Choirs rehearse on Thursday evenings from 6:30 pm – 8:30 pm.

4. WORKING RELATIONSHIPS

- a. The organist works under the direction of the Pastor/Head of Staff.
- b. The organist's immediate supervisor is the Director of Music.
- c. The Organist works with the Pastor and the DoM to accomplish the goals of the Session.
- d. The Organist will consult with the Pastor and Director of Music (DoM) on a regular basis to ensure that the anthem, hymns, and other music reinforce the liturgical message planned.
- e. Pastor serves as the Head of Staff with responsibility of coordinating the staff to accomplish the goals of the Session. The Pastor will supervise the day-day operation of the staff unless otherwise indicated.

5. **BENEFITS**

- a. Staff may refer to the [Personnel Policy](#) for information on Benefits.
- b. The Organist position offers 4 Sundays off per year.

6. **EVALUATION**

- a. The Personnel Committee will serve as the point of contact for expressions of any needs or concerns by members of the staff.
- b. Performance reviews will be conducted annually by the Personnel Committee (and pertinent committees as needed) and Pastor. The Personnel Committee will review the adequacy of the compensation annually, making recommendations for adjustments as necessary and appropriate to Session.

/JHR

Based on current position description approved 06.29.22

Incumbent: DJ Smith