

Second Presbyterian Church  
201 Menchville Road  
Newport News, VA 23602  
874-2113

**Job Description:** Part-time Church Organist

**Qualifications:**

- Proficiency in playing two manual pipe organ/piano
- Knowledge of music appropriate for use in Presbyterian worship services

**Supervision:**

- The organist is under the supervision of the Worship Committee and the Personnel Committee.
- A mutual evaluation/review will be conducted after six months and annually afterward

**Responsibilities**

- Play the organ/piano for all music programs in support of the Christian ministry of the church
- Exhibit a spirit of positive cooperation with the choir director, pastor and Worship Committee

**Duties:**

- Select and plan prelude, offertory, and postlude for Sunday church services and for seasonal/special church services/programs
- Rehearse with and accompany choir(s), soloists and other musical groups
- Play for funerals held at Second Presbyterian Church.
- Play for weddings held at Second Presbyterian Church. (Fees for weddings shall be in accord with the Session Wedding Policy)
- Submit material to church secretary for weekly bulletins by Wednesday night
- Attend scheduled meetings of the Worship Committee ex officio
- Oversee maintenance of the organ and tuning of pianos
- Consult the secretary or church calendar to schedule rehearsal times
- Notify choir director and minister at least one week in advance in the event of absence from choir rehearsal and/or worship service
- Secure substitute organists
- Scheduling time off will be coordinated with the pastor and choir director
- Confer as needed with the Pastor, Choir Director, and Worship Committee concerning the music ministry
- Secure approval from the Session for any person desiring to play the organ/piano

**Notes:**

- May use the organ at Second Presbyterian Church for teaching or for concerts/recitals provided its use does not conflict with a scheduled church event.
- May use the Kawai piano for concerts/recitals and may use an upright piano for teaching provided the use of these pianos does not conflict with scheduled church events.