

**Organist Job Description**  
Seneca Presbyterian Church, Seneca SC

*Send resume in confidence to Barbara Norton at  
Seneca Presbyterian Church, at 115 W.S. First St., Seneca, 29678*

**MISSION:**

- To support and enhance the worship experience at Seneca Presbyterian Church through use of the organ in worship services.

**ACCOUNTABILITY:**

- An exempt employee, accountable to the Session of this Congregation, which has sole authority to hire or terminate.
- Works with and under the pastor, as head of staff, and is directly accountable to the Session through its Worship Committee.

**HOURS:**

- This is a part-time position. Using the Presbyterian Association of Musicians terminology, this position currently involves 3 “visible” hours a week and thus an estimated nine(9-10) hours per week, including practice and planning. It is understood the non-visible hours will vary from person to person.

**RESPONSIBILITIES:**

- To play for all traditional services of worship, including special liturgical season services.
- To maintain periodic checks of the organ and its condition, reporting problems to the Worship Committee.
- To see that the organ and pianos are tuned periodically and/or when needed.
- To prepare annual budget requests for the following year related to the organ, new music and supplies as needed.
- To help in securing guest organists and musicians as needed.
- To attend meetings of the Worship Committee when requested, but may attend at any time if desired.
- To work with the minister, choir director, and other special groups to provide for the total music program of the church.
- To perform other duties related to the music of Seneca Presbyterian Church as deemed appropriate by the Minister and Worship Committee.

**WEDDINGS:**

Ordinarily our organist shall play for all weddings unless some acceptable organist is granted permission by our organist, with final authority for the decision resting with the Worship Committee. The fee shall be set by the Session as part of the Wedding Procedures of the church.

FUNERALS:

Ordinarily the organist shall play for funerals unless circumstances prevent them from doing so, in which case they would be asked to help secure the services of someone to play. There is no fee expected for funerals as this is part of the pastoral care of the church.

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VACATION

The organist shall have four weeks paid vacation each year. It shall be the duty of the organist, in co-operation with the Worship Committee, to provide substitutes for such absences.

CONTINUING EDUCATION

One week of paid continuing education shall be granted each year. This includes one rehearsal and one Sunday.

Approved by the Session: October 19, 2009