

Providence Forge Presbyterian Church
Position Description
Music Director/Organist

Purpose:

To coordinate and plan the entire music program of the congregation, in cooperation and coordination with the Pastor.

Accountable to: The Pastor.

Responsibilities:

1. plan the music program and make appropriate recommendations
2. assist in planning the worship services with the pastor and Worship Committee as needed
3. coordinates and directs all choirs
4. coordinates training of young people and children in the music program
5. provides soloists and instrumentalists as needed
6. responds to other music needs as appropriate
7. selects, purchases and maintains the music library consistent with the budget
8. provides annual budget estimates to the Worship Committee for music, training and supplies
9. recruits choir members on a continuing basis
10. reports the need for maintenance or repair of all musical instruments to the Worship Committee for action

11. coordinates music with the Pastor and Worship Committee for special services, such as the Christmas and Easter Cantata.

Compensation:

Compensation will be on a salary basis, paid monthly. Compensation and performance will be reviewed annually by the Pastor and the Policy and Personnel Committee.

Sick Leave/Vacation

Four Sundays of paid vacation or absences will be provided annually, to be coordinated with the Pastor as head of staff and the chairman of the Worship Committee. Extenuating circumstances could require additional time away. The Pastor and the chairman of the Worship Committee should be advised as early as possible of any planned absence. Absences beyond those noted may require salary adjustments to defray to cost of hiring substitute musicians. Attendance at two educational experiences during the year is encouraged. If an educational experience requires being absent on a Sunday, it would not count as vacation time.