

CHURCH ORGANIST

Principal Function: The Church Organist is responsible for playing the organ (special occasions the piano) for all (regular and special) worship services and choir rehearsals.

I. Specifically:

1. The organist is accountable to the Director of Music and shall consult regularly with the Director of Music in reference to planning of special services and to the growth and quality of the overall music program.
2. The organist is responsible for providing service music for all worship services which will include a prelude and postlude, communion music if necessary, and accompaniment for hymns, anthems, and soloists.
3. The organist will accompany the Chancel Choir in rehearsals and performances. (It is understood that the organist will not be required to accompany any other choir on a regular basis without additional compensation.)
4. The organist will accompany special services and concerts including but not limited to, Ash Wednesday, Maundy Thursday, Thanksgiving Eve, Christmas Eve, Pops Concert, and the Gospel Concert.
5. The organist is responsible for the care and use of the organ and piano and shall alert the Director of Music as to needed maintenance. (All persons playing the organ shall have approval of the Senior Minister or the Director of Music.)
6. The organist shall have two (2) weeks paid vacation, including Wednesday rehearsal and all services on Sunday. (Substitute organist for vacation leave shall be paid by the congregation.)
7. A maximum of two (2) additional Sundays [above and beyond vacation time] may be taken off each year as unpaid leave time.
 - a. If the organist chooses to be absent at the 8:15 a.m. service on Sunday and not the 10:45 a.m. service or vice versa, it shall be understood that the absences of two (2) 8:15 services or the absences of two (2) 10:45 services shall be equal to one entire Sunday off without pay.
 - b. Except in case of illness, the organist will give the Director of Music and the Senior Minister at least one month notice for an absence and the absence will be subject to prior approval.
8. When unpaid leave time is utilized by the Church Organist the following pay scale shall be deducted from the Church Organist salary and used to pay the substitutes.

Based on Weekly Salary

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| a. Sunday Off (Both Services) | 50 Percent of Salary |
| b. Sunday (One Service Off) | 25 Percent of Salary |
| c. Wednesday Choir Rehearsal | 25 Percent of Salary |
| d. Special Services or Concerts | Negotiated by Director of Music |

II. Other Duties:

1. Opportunities for solo recital will be made available to the organist without charge for the use of the facilities.
2. The Church Organist will not be responsible for weddings or funerals held at Hillside Christian Church. However, the organist may independently contract with said groups and establish his/her own fees.
3. The Church Organist will work with the Director of Music in securing any and all substitutes.