

**Part-Time Organist / Choir Director**  
**JOB DESCRIPTION**  
**John Knox Presbyterian Church**

**Mission:** Psalm 100:1-2 “Shout for joy to the Lord, all the earth. Worship the Lord with gladness; come before him with joyful songs.”  
1Chronicles 16:9 “Sing to him, sing praise to him; tell of His wonderful acts.”

**Accountability:**

1. The Organist / Choir Director is employed by the Session and is accountable to both the Session and the Pastor (“Head of Staff”).

**Responsibilities:**

1. Administer and direct JKPC music programs as follows:
  - a) **Weekly Choir Rehearsal (OPTIONAL)** - Plan, prepare for and conduct a one to two-hour Adult Choir Rehearsal (if needed, typically on Thursday night).
  - b) **Sunday Choir Warm-Up** – On Sunday morning at 10:30 am (or earlier if needed), warm up the Adult Choir and conduct final rehearsal of Worship Music.
  - c) **Sunday Worship Service** - Play the Organ (or Piano, depending on song selection) and direct the Adult Choir for the 11:00 am Sunday Worship Service.
  - d) **Special Services** – Prepare, rehearse and play for special (extra) services associated with Christmas and Easter, including Christmas Eve, Ash Wednesday, Maundy Thursday, and Good Friday.
  - e) **Other Services** – Play for funerals and weddings when requested by the Pastor or the family involved. NOTE: The family will pay for these special services.
2. When unavailable to perform the above duties, make arrangements for and pay a substitute pianist / organist.
3. Consult with the Pastor on selection of Hymns, Service Music, and Anthems for Sunday Worship Service and special services.
4. Provide clear and concise music program information to the Office Administrator for printing in bulletins, orders of service, and newsletters.
5. Attend staff meetings at Pastor’s request.
6. Provide recommendations to Session for expenditures associated with piano and organ tuning / repair, music supplies, and additions to JKPC music library.
7. Retain custody and control of JKPC church keys. JKPC music facilities are available to the Organist / Choir Director during off-hours to prepare for Sunday service and other services.

**Salary: \$ 900.00 per month**