

**ORGANIST  
FIRST PRESBYTERIAN CHURCH, ELLSWORTH, KANSAS  
POLICY**

**CONCEPT:**

The purpose of this policy is to set guidelines for an organist.

**RELATIONSHIPS**

The Organist is responsible to the Pastor. His/her work is coordinated between the Pastor and the Worship Committee. The Personnel Committee will evaluate the position annually.

**SPECIFIC RESPONSIBILITIES:**

1. Meet **monthly** with the Pastor and Worship Committee to coordinate the development of an overall music plan for the First Presbyterian Church and be a standing member of the Worship Committee.
2. Submit, in writing, titles of music selections for printing in the Sunday worship bulletin to the Church Office no later than the Thursday morning prior to each Sunday.
3. In coordination with the Worship Committee, prepare and oversee annual music budget.
4. Evaluate maintenance needs for all musical instruments within the church and oversee necessary repair and/or replacement.
5. Assist with music selections for weddings conducted in First Presbyterian Church, as needed
6. Coordinate with the Pastor the scheduling of time away who will inform the session
7. Provide substitute, when necessary, and notify the Pastor who is to substitute.
8. Perform other music related duties as defined in consultation with the Pastor and the Worship Committee, including arranging for summer special music.
9. Organist is required to assist in all services during the seasons of Advent, Christmas, Lent and Easter services

**EDUCATIONAL AND EXPERIENTIAL REQUIREMENTS:**

Demonstrated competence in playing organ, familiarity of church music and the function of church music in a worship setting.

**COMPENSATION:**

This part-time contract position is paid monthly, based on 48 Sundays per year.