

Trinity Presbyterian Church
1000 Greenlawn Drive
Columbia, SC 29209
(803) 776-2067
tpcongreenlawn@bellsouth.net

Music Director Organist and/ or Pianist
Position Description

Church policy states that staff positions are to be held by persons who are not members of this congregation. The position will be offered contingent upon satisfactory completion of a background check.

The Music Director Organist and /or Pianist is responsible for the following items:

- I. Plan and provide instrumental and choral music to include a variety of styles of music at the regularly scheduled worship services which also include Christmas Eve, Ash Wednesday, Holy Week, and during Vacation Bible School (if requested) and any other special services which might be planned by the Worship Committee and Session. Provide this information to the church secretary by Thursday at 10:00am to be included in the weekly bulletin.
2. Recruiting, assisting and supervising the current Adult choir and talented Youth on an occasional basis. This includes weekly rehearsals (or as necessary).
3. Participate in regularly scheduled meetings with Pastor (or as necessary); meet monthly with the Worship Committee as an ex-officio member (or send choir representative). Coordinate with Pastor and/or Worship Committee the general planning and leadership of the Church's worship program.
4. Order all necessary music and musical supplies and hire all instrumentalists and vocalists. Maintain the required copyright agreements/approvals. Expenditures should be within budget.
5. Report to the Worship Committee the condition and needs for the maintenance of the organ and pianos.
6. Provide music for all wedding and funerals in the church, when requested. The services of another organist may be used only with the approval of the regular Music Director/Organist and/or Pianist. The total fee for wedding services will be in accordance with the wedding policy, which is \$200 (or \$250 if additional instrumentalist or soloist is used). This is to be paid by the family. The organist shall meet with the bridal party to plan the appropriate music. The fee for funeral services is \$100 (\$150 if a substitute is used, to be paid directly to the substitute). This funeral fee is to be paid by the family. If for whatever reason, the family does not meet this requirement you (or your substitute) will be paid the same by Trinity Presbyterian Church, unless unusual circumstances apply.
7. Substitutes needed for illness (self and immediate family), death (immediate family), or vacation will be paid for by the church. (Immediate family is defined as spouse, children, and parents and in the case of death will also include siblings and grandparents). The Music Director/Organist will also maintain an accurate list of appropriate substitutes with telephone numbers and e-mail and postal addresses.
8. Inform the pastor and Worship Committee at least 3 Sundays in advance about any planned time away (excluding an emergency.).
9. This Employment Agreement may be terminated by either party with a 30-day written notice.