



Position Description: Music Director/Organist
Lakewood Presbyterian Church
Jacksonville, FL

This position assumes commitment to Jesus Christ as Lord and Savior and one who works towards furthering the gospel.

This is a salaried position of 30 hours a week.

These hours are inclusive of those required for preparation work as well as scheduled time at the church for both performances and practices. The number was derived from a recommendation by the Presbyterian Musician's Association, which suggests that for every hour required physically at the church for performances and practices, a Music Director/Organist spends another three to four hours in preparation. According to our calculations, this position requires five hours a week of scheduled time onsite. See Appendix A: Schedule of Groups.

QUALIFICATIONS

The Music Director/Organist shall be skilled in the leadership of all phases of traditional church choral music. The Music Director/Organist shall be a team player. The Music Director/Organist shall be highly skilled on the organ and piano with some improvisational abilities. Strong choral coaching and accompanying skills are required. The Music Director/Organist should have knowledge of Handbells, Chimes, band and sound systems.

ACCOUNTABILITY

The Music Director/Organist reports to and is accountable to the pastor for all aspects of this position description. He/she may be called upon by the chair of the Worship Ministry to accomplish various tasks and/or to serve as a resource to the Ministry in matters relating to the job description.

RESPONSIBILITIES

The Music Director/Organist shall work with the pastor to provide a music program that will support and nurture the congregation in its life under Christ. Such a program shall include traditional and blended Christian based music. In providing such a program, the Music Director/Organist shall:

1. Direct or oversee the direction of all church choirs. The Music Director/Organist shall personally direct the Chancel Choir, Hand Bells Choir, and any special choirs that are formed. Any regular use of volunteer directors (Children and Youth) shall be with the approval of the pastor and worship ministry. The Music Director/Organist shall be responsible for finding the person(s) who will serve as

volunteer directors. The Music Director/Organist shall plan and direct weekly rehearsals for all groups and schedule regular worship participation for all groups.

2. Select or oversee the selection of all music for the various music programs of the church. The Music Director/Organist shall provide all aspects of service music (hymn accompaniment, prelude, offertory, postlude, rehearsal with choir) for Sunday morning worship services, as well as any other worship services as designated by the Worship Ministry or pastor. Music and services would include but not be limited to:
 - Music: choir, ensembles, solo, instrumental and/or other special music for all services approved by the Session of Lakewood Presbyterian Church.
 - Special Services: Christmas Eve, Maundy Thursday, Good Friday, mid-week Lenten services and other community worship services.
3. Lead/direct LPC's Praise Band and rehearsals with the Praise Band.
4. Submit to the church office in a timely manner information about music for the coming Sunday, plus any other pertinent information to be included in the worship bulletin.
5. Attend monthly staff meetings and uphold the staff and the Church in prayer and encouragement.
6. Attend scheduled Worship Ministry meetings.
7. Undertake periodic efforts to invite congregation members to participate in the music program. Such efforts may be coordinated with the work of the Church Growth and Evangelism Ministry in order to solicit involvement by newer members.
8. Maintain and/or oversee the maintenance of the choral music library.
9. Keep accurate records of all music utilized (dates used, occasion, etc.)
10. Schedule proper maintenance of the church pianos and organ, in consultation with the Worship Ministry.
11. The Music Director/Organist shall normally be the musician of first resort for weddings or funerals at this church. Should parties request an alternate musician, the permission of the Music Director/Organist must be obtained in advance and he/she is responsible for seeing that the alternate musician has the necessary competency on the church organ.

COMPENSATION AND BENEFITS

1. The Music Director/Organist shall have three Sundays off per year (subject to adjustment, up or down, during salary negotiations), without penalty, with prior notice of at least four weeks to the pastor. The Music Director/Organist is responsible for procuring substitutes in his/her absence.

2. For the performance of all responsibilities listed above, the Music Director/Organist shall receive an annual salary agreed upon at hiring.
3. Lakewood Presbyterian Church observes the following holidays for staff: New Year's Day, Martin Luther King's birthday, Presidents Day, Good Friday, Monday following Easter Sunday, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving Day, Friday following Thanksgiving, one-half day Christmas Eve, Christmas Day, and one-half day New Year's Eve. The Music Director/Organist shall not receive extra time if any of these days occurs when he/she is not obligated to be at the church. If any of these holidays occurs on a day when the Music Director/Organist's presence is required at church, (e.g., Sunday) he/she shall receive a day of compensatory leave in lieu of the holiday.
4. The Music Director/Organist shall also have a continuing education allowance to be used at his/her discretion, with the approval of the Worship Committee. The annual amount of such allowance shall be enumerated in the approved annual budget of Lakewood Presbyterian Church.
5. Termination of this position shall require 30 days' notice by either the church or the Music Director/Organist.

ANNUAL REVIEW

The pastor of Lakewood Presbyterian Church, in consultation with the Personnel Ministry and Worship Ministry, shall conduct an annual review of the performance of the Music Director/Organist.

Appendix A:

Current Schedule of Groups:

	Day	Time	Hours
Weekly worship	Sunday	9:00 - 11:00	2.00
Bells	Wednesday	1:30 – 2:30 pm (Can be changed)	1.00
Chancel Choir	Wednesday	6:30 – 7:30 p.m.	1.00
Band	Tues/Wed	5:30 – 6:30 p.m.	1.00

Updated 7-4-22