



# *Woodland Presbyterian Church*

1324 COLUMBIA DRIVE

WOODLAND, CALIFORNIA 95695

PHONE: (530) 662-5254

E-MAIL: [info@woodlandpresbyterianchurch.org](mailto:info@woodlandpresbyterianchurch.org)

## **Woodland Presbyterian Church Organist/Accompanist Position Description**

### **1. Description of the Work.**

- a. The position of Organist/Accompanist is Part-Time, year-round.
- b. The Organist/Accompanist is a Woodland Presbyterian Church (WPC) employee.
- c. The Organist/Accompanist shall provide keyboard (piano and organ) accompaniment each Sunday service at Woodland Presbyterian Church, 1324 Columbia Drive, Woodland, CA. This entails playing the whole or a portion of the service, depending on what is needed. Occasionally, a Praise Band and Organist/Accompanist will share the responsibility for music.
- d. The Organist/Accompanist will accompany the church choir rehearsals (currently on Sunday mornings beginning at 8:30 am, but this could change) and accompany the choir on Sundays when the choir performs an anthem.
- e. WPC will depend on the Organist/Accompanist's professional judgment and expertise in performing the music.
- f. The Organist/Accompanist is responsible for playing at three mid-week services (Ash Wednesday, Maundy Thursday, and Christmas Eve). Mid-week services begin in the late afternoon/early evening. The Organist/Accompanist is NOT responsible for special events, weddings, and funerals unless by prior agreement.
- g. The Organist/Accompanist will arrange substitutes and notify affected parties (Pastor, choir members, and other regular obligations) of scheduled absences. If unable to find a substitute, the Organist/Accompanist will coordinate with the Pastor. WPC will pay substitutes upon submission of an invoice approved by the Organist/Accompanist. The invoice can be submitted before or after the substitute performs.
- h. The Pastor picks the hymns and praise songs and coordinates with the Organist/Accompanist. The choir director chooses the choral music used by the choir. The Pastor and/or the choir director will coordinate with the Organist/Accompanist in choosing soloists or special music. The Organist/Accompanist will coordinate with the Session Elder for Worship on non-music issues for administrative purposes.

### **2. Payment.**

- a. Each Sunday Service lasts up to three hours.
- b. WPC shall pay the Organist/Accompanist twice a month for the work performed. The Organist/Accompanist will keep track of their hours worked and submit them on the timesheet the church office provides. Time worked shall include each Sunday's regular accompaniment for the church choir and accompanying the choir on Sundays scheduled for an anthem. The Organist/Accompanist shall receive payment under this agreement upon receipt of their timesheet.

### **3. Vacation and Sick Leave**

The WPC personnel manual calculates vacation and sick leave paid time. Any use of leave time should be coordinated with the Pastor.