

# Organist & Assistant Director of Worship & Music

## + POSITION OVERVIEW

The Organist and Assistant Director of Worship & Music Ministry of Second Presbyterian Louisville assists the Director of Worship & Music Ministry with the development and facilitation of a quality program of music and worship that calls the community to share the grace of God with one another and the world around us. As Organist, this position is responsible for all accompanying of worship music (hymns, choral and instrumental works) and selecting appropriate voluntaries for services as needed. As Assistant Director of Worship & Music, this position requires coordination with the Director of Worship & Music, other music staff, Pastors, and administrative staff for the success of worship and special events, the Children’s Choir ministry, and weddings and funerals.

## + MORE INFORMATION

**POSTING DATE:** 8/29/2024

**SALARY RANGE:**  
\$50,000 - \$60,000 (commensurate with experience)

## COMPETITIVE BENEFITS PACKAGE

### WORK HOURS

The position is full-time, exempt, and includes work on Sundays, and some evenings and Saturdays.

Forward resume to:  
**Jim Rittenhouse**  
Director of Worship & Music Ministry  
[jrittenhouse@2ndpreslou.org](mailto:jrittenhouse@2ndpreslou.org)  
Second Presbyterian Church  
3701 Old Brownsboro Rd., Louisville KY 40207

## + ABOUT US

Second Presbyterian Church (PCUSA) is a vibrant suburban congregation of 1,100 committed to sharing the grace of God with one another and the world around us.

This congregation was chartered in 1830. Following a devastating fire in 1956, the church moved from its downtown location to its current location on Old Brownsboro Road. Our membership represents the broad spectrum of social and political perspectives and loyalties and a variety of faith backgrounds and understandings. We celebrate a unity that is not uniformity, a gift that we believe is from the Holy Spirit.

## + WHY US?

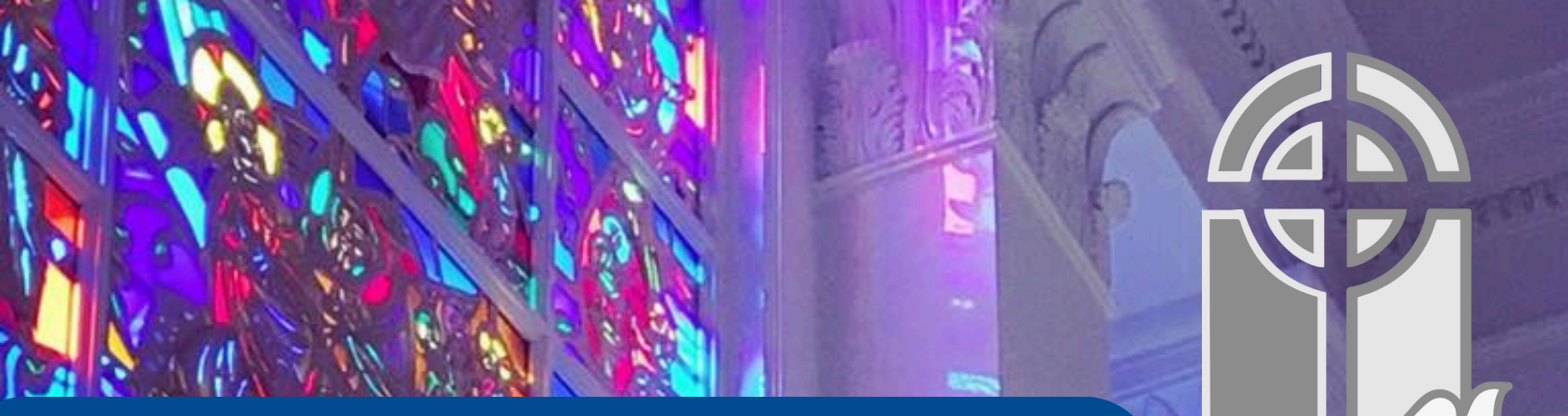
**Our Music:** We are passionate about upholding a storied history of providing high quality music for worship, spiritual development and mission that calls out the utmost art and deepest Christian commitment from our children, youth and adults. Ensembles include: *40-voice Sanctuary Choir & Professional Octet; Austin Handbells (5-octave) & Golden Bells (mature adults); 3 Children’s Choirs/Worship Arts for 4th-12th graders; 2nd Act Vocal Ensemble (mature adults)*

**Our Instruments:** Casavant, opus 3381 (48 ranks); Two Steinway pianos (B & D); One John Challis-built harpsichord.

[2024 Music Brochure Download](#)

**Our Location:** *Forbes Magazine* named Louisville, Kentucky one of the best 10 places to move in 2024. Our cost of living is 10.2% lower than the national average.

[List of Resources About Louisville, KY.](#)



## **JOB DESCRIPTION: Organist & Assistant Director of Worship & Music**

### **Scope and Purpose**

The Organist and Assistant Director of Worship & Music Ministry Second Presbyterian Louisville assists the Director of Worship & Music Ministry with the development and facilitation of a quality program of music and worship that calls the community to share the grace of God with one another and the world around us.

### **Qualifications**

1. Minimum of a master's degree in music from an accredited institution with an emphasis in organ.
2. Minimum of five years of experience as a liturgical organist.
3. Proficient skills playing the organ, piano, and other keyboards.
4. Demonstrable skills in playing standard organ repertoire from all periods of music.
5. Ability to sight read anthems for choir rehearsals and skill in accompanying vocalists.
6. Demonstration of collaboration, delegation, teamwork, patience, and flexibility.
7. Commitment to own faith formation and spiritual development.
8. Good listening, verbal, and written communication skills.
9. Good administrative skills including planning, organization, time management, and program evaluation.
10. Basic computer skills including email, internet, and Microsoft Office Suite. Graphic design skills with a working knowledge of Adobe Creative Suite and InDesign is preferred.

### **Responsibilities**

1. Lead congregation at the organ in the singing of hymns and responses in worship.
2. Prepare and play preludes, postludes, and other voluntaries in worship.
3. Accompany vocal soloists, choirs, ensembles, and instrumental soloists at all services as assigned by the Director of Worship & Music Ministry.
4. Attend all weekly Sanctuary Choir rehearsals and otherwise scheduled music program rehearsals as assigned by the Director of Worship & Music Ministry.
5. In consultation with the Pastoral team and Director of Worship & Music Ministry, assist in the selection of hymns, anthems, and other music appropriate for worship services of the church.
6. Assist the Director of Worship & Music Ministry to develop and coordinate the Children's Choir program in collaboration with the Children's Choir Leaders and Director of Children's and Family Ministry.
7. Produce the weekly bulletin(s) with input from and collaboration with the Pastoral team, Director of Worship & Music Ministry, and church staff.
8. Assist in maintaining lists of worship volunteers including lay leaders, liturgists, ushers, and acolytes in coordination with the Director of Worship & Music Ministry and Volunteer Coordinators assigned by the Worship Committee.
9. Maintain name tags for ushers and greeters and deliver to the appropriate spaces for Sunday worship.



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### **Responsibilities, cont.**

10. Maintain personal practice habits to fulfill all playing requirements at a professional level.
11. Attend and participate in meetings with other staff, pastors, and/or congregants as part of a thriving Christian community.
  - Attend weekly Church staff meeting.
  - Attend weekly worship planning meeting with the Pastoral team, Director of Worship & Music Ministry, and Director of Children's & Family Ministry.
  - Attend weekly meeting with the Director of Worship & Music Ministry.
  - Attend quarterly Music Committee meeting as an ex officio member.
  - Attend monthly Worship Committee meeting as an ex officio member.
12. Support the Director of Worship & Music Ministry in planning and execution of additional musical activities and events.
  - Assist with donor and contact lists.
  - Assist with the design and publication of all marketing material for the series.
  - Assist with the logistical details of the individual concerts (space reservation, ushers, media, receptions).
  - A separate fee is paid for performance in additional musical events, including Concert Series.
13. Support the worship life of the church through the development of outreach programs such as special concerts, educational programs, and instrumental programs (Lenten Series, Chapel music, Young Artist).
14. Assist the Director of Worship & Music Ministry with musicians and volunteer communication through emails and weekly/monthly publications.
15. Ensure all keyboard instruments are maintained and in good working order. Consult and coordinate with the Director of Worship & Music Ministry, Pastor, Session Committees, and Session in the recommendation for and procurement of keyboard instruments.
16. Work with the Pastor, church Wedding Coordinator, and couples in arranging music and in-house AV for weddings. Has the first right of refusal to play at weddings. A separate fee is paid for weddings.
17. Work with the Pastor and family members in arranging music in-house AV for funerals, designing and printing the bulletin, and coordinating with the Funeral Guild lead. A separate fee is paid for funerals.
18. Obtain substitute accompanists/organists for all services as needed.
19. May be requested by the Director of Worship & Music Ministry to perform other duties such as direct ensembles in Director's absence.
20. Other duties as assigned.

### **Work Schedule**

The position is full-time, exempt, and includes work on Sundays, and some evenings and Saturdays. Approval is granted to teach organ or piano lessons outside of full-time responsibilities as Organist and Assistant Director of Worship & Music Ministry.

### **Accountability**

The Assistant Director of Worship & Music Ministry reports directly to the Director of Worship & Music Ministry and is fully accountable to the Session of Second Presbyterian Church Louisville for performance and conduct through the Personnel Committee.