

Park Cities Presbyterian Church Job Description

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| Job Title Organist and Associate Director of Music (OPEN) | Job Family Director | Department Music & Arts | Ministry Music & Arts |
| Reports To Director of Music and Arts (J. Marty Cope) (Internal terminology: Senior Director of Music and Arts) | Classification Professional | Exempt Status Exempt | Date Summer 2016 |
| PCPC Mission To extend the transforming presence of the Kingdom of our Lord Jesus Christ in Dallas and to the world. | | | |
| General Job Family Descriptor Leads and influences staff and/or lay people. Strategic and tactical decision maker with single operational/ministry influence or ministry services influence. Aligns ministry goals with church vision and direction. Responsible for administration of operational/ministry area or oversight of multifaceted specialty areas. Accountable for ministry or specialty areas results/outcomes. Often serves as intermediary between ministry leaders and lay leaders. Provides staff and/or volunteer leadership and accountability for a specific operational or ministry area. Expert in field of responsibility. Evokes followership. | | | |
| Purpose of Job Provide oversight of organ playing in worship services, weddings, and memorial services; assist in crafting worship services, directing choirs and ensembles, and administrating the concert series and overall Music Department initiatives. Create goals with significant accountability and linkage to the leadership and goals of Music & Arts and church objectives. The applicant must possess and pursue a vibrant, professing Christian faith—joining PCPC in general adherence to the Westminster Standards and the church’s desire to give all our efforts to the glory of God. | | | |
| Key Job Responsibilities | | | |
| <p>A. Ministry Oversight (50%)</p> <ul style="list-style-type: none"> • Serve as primary organist for worship services and collaborative concerts. The Director of Music and Arts will assist with organ duties as determined and agreed upon during the interview process. • Present organ recitals and mini-recitals, including demonstrations for children and teenagers. • Provide and/or coordinate music for weddings; arrange music, book players/singers, manage rehearsals, coordinate with all involved parties (e.g., pastors, musicians, the family, outside coordinators, etc.). Extra stipend for playing weddings. (If another organist/pianist plays the ceremony, organist is still responsible to coordinate details, but no extra pay is provided.) • Provide and/or coordinate music for funerals. • Pursue development as a choral and instrumental conductor. • Arrange, orchestrate, transcribe, and compose as needed a variety of music for instrumentalists and vocalists as well as new music for services and concerts. • Lead in the maintenance of the sanctuary and chapel organs. • Mentor the musicians and members of the congregation in the grace and knowledge of the Lord. • Serve with the team to accomplish Music & Arts goals. • Develop team goals as well as individual contributor objectives. • Pursue personal, spiritual, and professional development. <p>B. Ministry Assistance (30%)</p> <ul style="list-style-type: none"> • Assist in crafting corporate worship services as assigned; collaborating with PCPC ministers, Music & Arts leadership, and lay members to plan and provide organ/piano music and choral/congregational leadership for worship services, concerts and special events. • Assist with the creation of hymn/chorus graphics for worship bulletins and concert programs (in Finale, preferably). • Help coordinate schedule with substitute and guest organists. • Help develop, build, and maintain a music library for all aspects of music ministry as needed. • Assist as needed in the maintenance of other keyboard instruments: pianos, harpsichord, and keyboards. • Assist as needed in administration and artistic leadership for concerts and special events. | | | |

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| <ul style="list-style-type: none"> • Assist as needed with overall departmental objectives and projects. • Assist in establishing objectives for the Music & Arts Ministry. <p>C. Staff Leadership (15%)</p> <ul style="list-style-type: none"> • Oversee work flow (quality and quantity) of Music and Arts staff and volunteers for various projects and events as needed. • Nurture those serving in the Music & Arts Ministry by providing regular and efficient communication. • Offer appropriate recognition for volunteer service. <p>D. Financial Oversight & Stewardship (5%)</p> <ul style="list-style-type: none"> • Assist in managing the Music & Arts Ministry budget. • Respect and handle all resources as sacred to the Lord. • Plan realistically for and make highest and best use of financial resources. • Work within ministry budget throughout the fiscal year; track and properly account for expenditures. • Handle all receipts, credit card reconciliations, and expense reimbursements according to policy and established deadlines. • Looks for ways to reduce costs and avoids waste. |
| <p>Education and Experience Required Undergraduate degree in music, preferably Masters degree. Five years experience working in Music & Arts in a church environment or equivalent.</p> |
| <p>Qualifications – Competencies</p> <ul style="list-style-type: none"> • Communication – Advanced • Teamwork – Advanced • Problem Solving – Advanced |
| <p>Job Complexity</p> <ul style="list-style-type: none"> • Heavy involvement with volunteers and church members • Work has 12-month planning and budget focus with alignment with Music & Arts goals • Requires effective managerial and organizational skills |
| <p>Possible Opportunities</p> <ul style="list-style-type: none"> • Opportunity to teach in the Arts Academy. • Opportunity to provide Handbell leadership. |
| <p>Work Environment</p> <ul style="list-style-type: none"> • Normal office and church environment • Non-standard office hours and days • Ministry driven with significant ministry work requirements • Christ centered |

Park Cities Presbyterian Church is an extended family of people seeking to be Christ’s disciples and to bear His truth into our world. That commitment is expressed in our Purpose — that we exist to extend the transforming presence of the Kingdom of our Lord Jesus Christ in Dallas and to the world.

Organ information:

http://www.schoenstein.com/pdfs/150_Park_Cities_Presbyterian_Dallas_3.pdf

This stoplist includes the Chancel Organ (77 ranks) and the Gallery Organ (13 ranks).

Interested applicants, please send a résumé with three references and audio samples of organ playing to J. Marty Cope—jmarty.cope@pcpc.org or mail to PCPC • c/o JM Cope • 4124 Oak Lawn Ave. • Dallas, TX 75219.